NORTH-EASTERN HILL UNIVERSITY
Shillong - 793 001

AGENDA FOR THE SEVENTEENTH MEETING OF THE ACADEMIC COUNCIL

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Item No. 1

Confirmation of the Minutes of the 16th meeting of the Academic Council held on 16th and 17th March, 1983 :

The Minutes of the 16th meeting of the Academic Council held on the 16th and 17th March, 1983, were circulated amongst the members with a request to give comments, if any, on the same. The following are the comments received from the members :

Resolution No.	Comments	Original recording
1. AC:16:83:09(3)	The Academic Council approved only the detailed "Statistics and Basic Mathematics" syllabus of B.Com(Pass Paper - I. As regards, syllabus of Honours Papers of B.Com, the Council deferred consideration of the same.	The Council approved the syllabus of B.Com Honours Papers.
2. AC:16:83:13	The words "prior to 1982" appearing in the seventh line of the Resolution, be deleted and the words "till 1982" be inserted.	

The Council may kindly consider and confirm the Minutes.

Item No. 2

REPORTING ITEMS

(I) Scheme for legal Education.

As authorised by the Academic Council Vide resolution No. AG:15:82:04(9) The Vice-Chancellor had written a letter (Annexure-I) to the Bar Council of India expressing the observations made by the members of the Council.

This is placed before the Council for information.

Annexure - I

D.O.No.U.4-2/Conf/82/452
Shillong, the 19th April,'82.

Dear Sir,

Please refer to your letter No. BCI/D/1801/ 1982 (LEpNR), dated 2nd June, 1982, and your letter to the Chief Minister, Mizoram, and letter of 12th November,1982, from Secretary, Bar Council of India, addressed to the Chairman, Meghalaya State Law Commission and State Planning Board, Meghalaya.

The North-Eastern Hill University has jurisdiction over the States of Meghalaya and Nagaland and the Union Territory of Mizoram. The University has had detailed discussions with the State authorities about the new frame of legal education particularly in the context of the socio-economic situation in the North-Eastern Region. Our Academic Council has also considered the scheme in detail We welcome the initiative of the Bar Council of India for strengthening legal education in the Country.

You will be happy to note that the North-Eastern Hill University have also taken a number of steps recently to reinforce the education system in general beginning with '+2' stage, While the national frame has been adopted, some modifications have also been made keeping in view our special problems. For example, we have introduced the 10+2+3 system, but withsignificant modifications. Our 3 year degree course comprises two parts viz. two plus one (2+1). Nevertheless, this course is interpreted at both levels, i.e. as a 2 year course as also a 3 year course. We adopted this approach since in our view in the current socio-economic situation in this region, it will not be possible possible to stem the tide of growing number of students seeking admission to the University at the undergraduate level. While we accepted this social compulsion,

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we have also considered the question of relevance. Therefore we have diversified the courses at the '+2' level as also in the 2 year degree programme and made them functional. It is envisaged that our students should acquire useful skills and should not join the rank of job-seekers in the white-collour categories. Further, most of the students should go out of the University system after obtaining their first degree. Therefore, we have provided for effective screening at that state. In this scheme an average student will be able to take up the 2 year degree course but only a selected group will be allowed to join the third year honours programme. This will help in reinforcing our higher education and research programmes substantially.

It is in the background of this general effort for academic advancement that the new scheme of 5 year law course was considered by our Academic Council in detail. Their resolution is enclosed for your information. The Council have welcomed the scheme and are of the view that the scheme to reinforce the legal education in the country has not come a day too soon. We assure the Bar Council of full support of our University in this programme.

The 5 year law course really comprises two parts. Viz., 2 years of 'pre-law' education and 3 years of law education proper. The pre-law education is envisaged to provide student necessary grounding in those subjects which will enable him to appreciate the foundation of legal education and give him a reasonable understanding of the national scheme as well as the global situation. Nevertheless, a clear view has to be taken by our Academic Council about one important technical question, viz. whether the 2 year pre-law education should be treated as part of the liberal education system or it should be a part of legal education system. The distinction made in the scheme of

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the new law education itself suggests that the pre-law stage is not an integral part of the law education proper though it is an essential foundation for the same. In this situation, it will be logical to treat the 'pre-law' portion as part of formal University education. There are similar examples in other disciplines as well, like pre-medical course which comprises teaching of science subjects in biological groups and pre-engineering in mathematics-physics groups. Proficiency in the disciplines covered by these 'pre' courses are a pre-condition for entry to the relevant technical branch. The same principles is applicable in the case of law education as well. Proficiency in relevant subjects in the pre-law stage is to be treated as a pre-condition for admission to the three year law cours.

If the above proposition is accepted, the problems raised by the State Governments in this region may get resolve to some extent. The 2 year pre-law education could be moulded in the same frame as the 2 year degree course in our University. Those students who have the desire combination of subjects only could be eligible for admission to the 3 year law course. Thus, the two parts together would comprise a full time five-year law course as envisaged by the Bar Council.

The five year structure comprising two parts has some other advantages as well. For example, if a Law College is required to provide for instructions for the entire 5 year course, it will have to develop adequate faculty in each of the courses in various branches of humanities and social sciences. In view of limited number of students in the first two years, this may be a non-viable proposition. Moreover, better teachers in humanities and Social Sciences may not be attracted to the Law College for a career since they will have to be satisfied with a second position in the academic community in such Colleges.

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The Law Colleges themselves may prefer part-time arrangements for teaching in these subjects in view of the limited work-load in individual subjects by drawing upon Lecturers in neighbouring Arts Colleges, Our experience is that such arrangements are not very satisfactory.

Another aspects relates to the time-span of legal education. Most ofthe technical course are four-y year or five-year branches where entry is after the Higher Secondary level. With the introduction of 10+2+3 system, most of the technical courses are now being re-designed as 4 year courses after '+2' stage. The new law course, perhaps, may be one of the few courses of 5 year duration after '+2'. Moreover, there is an important difference between a five year technical course and the five year law course in so far as while the technical course is one integrated whole, the law scheme envisages the new course as comprisinf 2+3 years, the first part veing the nature of foundation eudcation for law course proper.

An important characteristic of Social Scinece courses is that there are no sharp dividing lines between different disciplines as is the case in sciences. In this context, it is quite likely that some of the students who may start their studies for the five year law course may discover after sometime that they may better pursue one of the basic courses in Social Scineces or humanities which may caught their imagination in the first two years rather than proceed further with law education. Some students may also face some unforeseen problems in this long journey. The new scheme does notallow any lateral movement at any point during the five year period. This problem automatically gets resolved if the course in the first two years is treated as a part of liberal education. The student may be able to exercise his option withbetter understanding of the subjects in the first two years. This

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will also help in off-loading at the end of this period those who may be really unwilling or not suitable for the main stream of legal education. Further, this will help in maintaining the quality of legal education. In the case of our University, the student may even opt out of the University system after he earns a degree. This alternative may not be available to students in those Universities which have opted for the integrated 3 year degree course. This arrangement in legal education will be the most appropriate for a University like ours which has consciously decided for two-level integration of the degree programme in view of our socio-economic situation.

I may invite your attention to another facet of law education. We feel that law education has two distinct roles which are equally important. Firstly, it aims at training professionals in law who will practise law in the courts of our country, take up cases on behalf of individuals or institutions, and provide technical legal support to various organisations at various levels. The modern State is a creature of law and its foundations are embedded in the legal frame. The life of common man is being increasingly governed by a complex web of rules and regulations. It is , therefore, not only desirable but necessary that the citizen in our country should have an increasingly better understanding of our legal system. In this sense, law should become a part of liberal education system. Let me hastem to add that law (technical) and law (general) will have to be treated as two diffrent disciplines . Our academic Council is of the view that we may consider introducing a general law course as one of the subjects at the undergraduate level.

If the above suggestions are acceptable to the Bar Council, the two-year pre-law course may be brought in line with the two-year degree course of our

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University. Students with any three of the five relevant subjects, viz., Political Science, economics, history, sociology and general law (to be introduced in pursuance of the suggestions made above) could be eligible for admission to the three-year law cours.

To sum up, our University is of the view that:

1. The five year law education may formally comprise two parts as envisaged in the scheme, i.e.Pre-law and Law Course;

2. The Pre-Law course may correspond to the two-year degree course of this University;

3. An optional subject in 'general law' may be introduced as one of the optional subjects at the degree level which may be treated as a part of the liberal education system.

4. Students who may pass their B.A. Examination with any three of the five relevant subjects for legal education, viz. political science, economics, history, sociology and general law, may be eligible for admission to the three year law course.

I shall be grateful if the views of our University are placed before the Bar Council of India. The views of the Bar Council may be communicated to us so that they can be placed before our Academic Council for their consideration before arriving at a final decision about the structure of law degree course keeping in view the local conditions as also the objectives set by the Bar Council of India for legal education. If you consider it necessary, some of the senior members of our faculty

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may discuss this question further with you.

With best regards,

Yours sincerely,

(B.D. Sharma)

Shri Ranji Mohanty,
Chairman,
Bar Council of India,
AB/21, Lal Bahadur Shastri Marg,
Facing Supreme Court Building,
New Delhi- 110 001.

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4.9: Scheme for Legal Education

AC;15;82;04(9); The Council considered the Bar Council of India's new Scheme of Legal Education which according to their Letter No. BCL/03517/LE/MR dated 4.11.82 would have to commence latest by the beginning of the academic year 1984-85.

The Council noted that the new system of legal education really comprises two parts, viz. Pre-Law and Law courses. The Bar Council's scheme is not clear about the formal status of Pre-Law course and therefore this is a hazy area in the whole scheme and and has to be spilt out clearly Moreover, there has to be consonance amongst all streams of fformal education in a University. The national pattern which is now gradually being adopted by all Universities is 10+2+3. So far as technical courses are concerned it is generally a 4 year course after 10+2. In other words technical courses are 10+24 i.e. one year more than the new degree but one year less than the new Master's programme. The proposal Law Course on the other hand is 10+2+(2+2) i.e. equivalent to Master's . There is however, a difference, the ordinary Master's course after 10+2 while law course after 10+2 is 2+3.

The Council further noted that if the pre-law course is really a preparatory to law course and not a part of it, as is clear from the structur, it must form a part of liberal education stream so that students do not find themselves at a loose end at the end of two years. This requirement can be easily satisfied if the admission condition to the three year law course are so defined that the stulents has the necessary background envisaged in the pre-law course.

The North-Eastern Hill University has adopted a modified version of 10+2+3 system keeping in view the

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special conditions of the area. The 3 year degree course is integrated at tow levels, viz. 2 and 2+1. The Council RESOLVED that the pre-law course should be fitted in the '2' year course of the University. The University may introduced a subject designated as 'law ' or 'legal system' which may cover the law papers of the Pre-law course suggested by the Bar Council Only those candidates may be eligible for admission to law course who may have passed their 2 year B.A. with 'legal system' and any of the two subjects out of sociology, Political Science and Economics.

The Council further RESOLVED that taking into view the academic interest of view the academic interest of the students and the financial constraints, five year legal education would impose a heavy burden on the existing law College which perhaps these colleges would not be able to withstand. This would also greatly limited the choice of the students. In other words, the Council felt that as far as legale education was concerned specialisation after +2 stage would not be in the interest of the students.

The Council further RESOLVED that the Under-Graduate Studies in Law to work out a new system of three year legal education in the light of observation above and authorised the Vice-Chancellor to intimate the same to the Bar Council of India and also to write to them to impress upon for a smooth change cover to the new system, mitigating the problems and difficulties in the context of North-Eastern Region keeping in view the financial constraints and academic interest.

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Item No. 3

RATIFICATION OF ACTION TAKEN BY THE VICE-CHANCELLOR :

(i) Special permission for appearing at the Semester Examination -

The Vice-Chancellor under Section 12(3) of NEHU Act, 1973, had granted special permission to the following M.Ed. candidates of the Department of Educational Research & Studies Mizoram Campus, Aizawl, to repeat the course mentioned against their names.

1. Shri Mangchhuama Sailo of 1980-81 batch, to repeat the course 03: Educational Testing and Evaluation by relaxing the operation of Ordinance 11.2

2. Kum. R. Rongengi of 1981-82 batch, to repeat the course C4: Research Methodology in Education, a course of 1st semester examination, by relaxing the operation of the Regulation on M.A./M.Sc./M.Ed Examination No. 8.

The matter is placed before the Academic Council for ratification of the action taken by the Vice-Chancellor.

(ii) Recognition of Degrees conducted by other Universities on recippocal basis -

The University is receiving letters from various Universities for recognition of their examinations and Degrees on reciprocal basis so that students who have passed these examinations could get admission into this University. The Vice-Chancellor having considered these cases, had authorised the Committee of Deans to examine the cases of recognition of the Degrees and Examinations and to recommend to the Academic Council for approval.

The action taken by the Vice-Chancellor in authorising the Committee of Deans to examine these cases, is placed before the Council for ratification.

(iii) Amendment of Clause 7 of the Revised Ordinance on Master of Philosophy -

In exercise of the powers vested on him under Section 12(3) of the NEHU Act, 1973, the Vice-Chancellor after consultation in the meeting of all the Heads of Departments NEHU, has amended Clause 7 of the Ordinance quoted above. The original Clause and the amended Clause are reproduced below for the information of the Council.

The action taken by the Vice-Chancellor may kindly beratified by the Council.

Original Clause	Amended Clause
The performance of the scholars shall be evaluated in three grades 'A', 'B' and 'C' with a grade point valuation in the .99 scale, i.e, 4.50 - 5.49 corresponding to 'A' grade, 3.50 - 4.49 corresponding to 'B' grade, 2.50 - 3.49 corresponding to 'C' grade. No student admitted to the course shall be eligible for the award of the M.Phil degree unless he secures a minimum average of 'B' grade in the above scale.	The performance of the scholars shall be evaluated in the following grades: O - (Outstanding), A, B and C with agrade point valuation in the 10 point scale i.e., 7.5 and above corresponding to 'O' grade, 6 - 7.49 corresponding to 'A' grade, 5 - 5.99 corresponding to 'B' grade and less than 5 corresponding to 'C' grade. No student shall be eligible for the award of M.Phil Degree unless he secures a minimum average of 'B' grade in the above scale.

(iv) Amendment(addition) to the Revised Ordinance on the Doctor of Philosophy -

The last Clause under the title "Removal of Difficulties" of the Ordinance on the Degree of the Doctor of Philosophy as presented in the last meeting of the Academic Council held on 16/17 March, 1983 was inadvertently left out. The Vice-Chancellor in exercise of the powers vested on him under Section 12(3) of the NEHU Act, 1973, has amended the said Ordinance by adding a new Clause which is reproduced below for the information of the Council.

The action taken by the Vice-Chancellor may kindly be ratified by the Council.

"Clause 15 - REMOVAL OF DIFFICULTIES :

Notwithstanding anything contaoned in the above Ordinances, the Vice-Chancellor may take such measures as may be necessary in respect of candidates for Ph.D. who were admitted to the University during 1982 or earlier."

Item No. 4

DEFERRED ITEMS

(i) The Academic Council at its meeting held on the 16th and 17th March, 1983, had deferred consideration of the following Items:

1. Syllabus of Honours Papers of B.Com.
2. Adult Literacy, Continuing Education and Extension Work.
3. Introduction of N.C.C. as a Subject.

The same are placed again as Annexures - II - IV for consideration of the Council.

Annexure + II

Syllabus of Honours Papwr of B.Com.

Paper - I 100 Marks.

ADVANCED ACCOUNTANCY

1. Amalgamation, Absorption, and Reconstruction Accounts of Companies.
2. Underwriting of Shates and Debentures.
3. Pre-incorporation Profits and Losses.
4. Payment of Interest out of Capital.
5. Divisible Profits and Dividend Accounting.
6. Valuation of Shares and Goodwill.
7. Insurance Claims- Fire and Consequential Losses.
8. Liquidation of Companies, Statement of Affairs. Deficiency Accounts and Liquidator's Statement of Accounts.
9. Holding Company, and Subsidiary Company Accounts Consolidated Balance Sheet.
10. Insurance Companies' Accounts.
11. Sale or Return Transactions.
12. Packages and Empties Accounts.
13. Accounts, Statement of Affairs and Deficiency Accounts of Individuals and Partnerships Firms.

Recommended Books :

1. M.C.Shukla and T.S.Grewal. - Advanced Accounts, Vol. I, II.
2. Dr A.N.Agarwal - Higher Science of Accountancy.
3. H. Chakrabarty - Advanced Accountancy.
4. William Pickles - Accountancy.
5. Spicer and - Book Keeping and Accounts.

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Paper - II 100 Marks.

COST ACCOUNTING

1. Nature and scope of Cost Accounting, Principles and advantages of Costing; Installation of Costing System.

2. Elements of Cost, Classification, Analysis of Total Costs, Cost Centre and Cost Unit.

2. Materials - Purchase requisition, Receipts and Inspection, Stores Keeping and Control, Pin cards, Store Ledger, Stores issue requisition, Pricing of materials issues.

3. Labour - classification of labour, Time keeping, Time booking, Pay roll preparation, Method of remuneration, Wage payments and incentive systems, Treatment of overtime, idle time leave pay, holiday pay, etc.

4. Direct or changeable expenses.

5. Overhead charges - Definitions and classifications, Allocation and apportionment to departments, absorption in production units, waste, seraf, spoilage and defectives, Interest on capital and Rent of self owned premises.

6. Different methods of costing suitable to different types of business.

7. Cost sheets, contract cost accounts and Process cost accounts.

8. Reconciliation of cost and financial accounts.

9. Budgetary control and standard costing.

10. Marginal costing; cost-volume-profit relationship; Break-even-chart.

11. Cost Audit - Nature and scope, cost audit and financial audit.

Recommended Books :

1. Wheldon - Cost Accounting & Costing Methods.
2. W.W.Brigg - Cost Accounts.
3. B.K.Bhar - Cost Accounting Methods & Problems.
4. Bhabatosh Banerjee - Cost Accounting (World Press).
5. N. Sarkar - Cost Accounting.

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Paper - III 100 Marks.

MANAGEMENT ACCOUNTANCY

1. Nature of Management Accountancy; Scope and Function of Management Accounting; Financial Accounting and Management Accounting; Limitations of Management Accounting, Controllership Functions.

2. Sources of capital investment- Sources of long, medium and short term capital; Planning Capital requirement, Duty of the Management Accountant, Fixed and circulation capital, Methods of raising capital, over-capitalisation and under-capitalisation, Application of funds.

3. Budget and Budgetary control - Principles, Uses, Classification and Limitations of various types of budgets.

   Capital Budgeting - Nature of capital expenditure, Concept of Capital Budgeting, Appraisal Methods; Control Proceeure.

3. Financial statements Analysis - Balance sheet, Profit and Loss Account, Profit and Loss Appropriation, Account, Statement of Sources and Uses of working capital, Nature of financial statements; Limitations of financial statements.

4. Analysis of funds flow and cash flow.

5. Interpretation of Accounts - Accounting ratios; Criticism of Balance sheets and Accounts.

6. Marginal costing and Management Decisions.

7. Differential cost analysis - Differential costs; Marginal costing, VS. Differential cost analysis; Application of differential cost analysis.

8. Presentation of Statements and Reports to Top Management.

9. Internal Auditing and Aid to Management.

Recommended Books :

1. N. Sarkar - Management Accountancy.

2. Brown & Howard - Principles and Practice of Management Accountancy.

3. Hingovani Ramanathan - Management Accounting
   Grewal

4. ManMohan & S.N.Goyal - Principles of Management Accounting.

5. R.L.Gupta - Financial Statements Analysis.

6. J. Batty - Management Accountancy.

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Paper - IV 100 Marks.

INCOME TAX LAW AND PRACTICE

1. Definition of Basic Terms.

2. Residential Status of an Assessee and Tax Liability.

3. Exeption from Tax and Deductions from Total Income.

4. Computation of Total Income :-

   Heads of Income - Income from Salaries, Interest on Seemities; Income from House Property; Profits and Gains of Business or Profession; Depreciation and Development Rebate; Total Income; Set Off and carry-forward of losses.

5. Income from other Sources - meaning, deductions, allowed amounts not deductible and treatment.

6. Assessment of Individuals, Hindu undivided families, Firms and partners and companies.

7. Procedure for assessment.

8. Fines, Panalties, Offences and Prosecution of Assessees.

9. Collection and Recovery of Tax; refunds.

10. Income Tax Authorities.

11. Appeals and Revision.

Books recommended

1. D.K.Chakravarty - Practical Approach to Income Tax Law.

2. M.C.Chanda & S.Roy - A Study of Income Tax Law in Hindu.

3. Dr H.C.Mehrotra - Income Tax Law and Accounts.

4. R.R.Gupta - Income Tax Law and Accounts.

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Paper - V

THEORY OF TAXATION

1. Meaning of Public Finance ; Importance and objectives of public finance, The principals of Maximum social advantage. Role of fiscal polic in underdeveloped countries, Public and private finance. Role of Public Finance in the State Economic Policy.

2. Public revenues - Classification, objectives of taxation - allocation of tax burden from the point of view of equity - cost of service principle, Benefit principle, Ability to pay principle. The Sacrifice approach to the problem; Progressive proportional and regressive taxation.

3. Taxable Capacity - importance of the concept, shifting and incidence of taxation, general analysis of tax shifting and incidence; Shifting of direct and indirect taxation, Role of indirect taxes in developing Economics, Effects of Taxation on produce on and distribution.

4. Public Expenditure - Importance of public expenditure of public expenditure and national income; Effects of public expenditure on production and distribution.

5. Public debts - Its burden, internal and external debts; economic effects of public debts - payment of public debts

6. Single and Multiple taxation; direct and indurect taxes - meaning comparison of direct and indirect taxes.

7. Kinds of Taxes -

   Taxation of Income - Income Tax, Corporation Tax, Capital Gains Tax, Taxation of Expenditure :- Expenditure Tax, Taxation of Capital or property - Death duties, Gift Tax, Wealth Tax.
   Taxation of Commodities :- Excise duties custom duties and sales tax.

8. Determinants of tax policy - Needs of the Government, Economics effects of taxation; Taxation in underdeveloped countries, Cannons of Taxation.

9. Federal Finance - Problems of Federal finance; Division of Resources.

Books recommended :

1. Taylor - The Economics of Public Finance.
2. Dalton - Principles of Public Finance.
3. R.C. Saxena) P.C. Mathen) - Public Finance
4. R.N. Bhugova - Indian Public Finance.

While teaching this Paper, illustrations be cited with reference to India.

TO BE READ ALONGWITH ITEM NO. 4(i) Literary etc.

Copy of letter No.F.18/Bot/PSR/82-83/104 dt. 5.5.83 from Prof. P.S.Ramakrishnan, Department of Botany, NEHU, addressed to the Vice-Chancellor, NEHU.

This has reference to your letter from Mr. J.R.Bhattacharjee vide No. NEHU/VCF-103/83-217, dated April 19, 1983. I remembered to have sent my comments to you earlier Do letter No. NEHU/VCF-103/82-169 dated February 15, 1983. I feel extension lectures should be given by atleast two faculty members in each Department in a year for out-station colleges. Atleast two faculty members should give lectures in colleges located at Shillong in a year. Each faculty member should give a minimum of 2-3 lectures. Of these, atleast one should be a popular/semi-technical lecture of the kind now being organised by the University.

To start with, I on my part would be willing to give a series of 3 lectures at St. Anthony's College on a suitable date. The topics would be :-

(a) Subject lectures -

1. Succession - The Central Theme in Ecology.
2. Adaptation and distribution of organisms.

(b) Popular lecture -

Shifting agriculture - a necessary evil ?

Hope you find this in order.

Annexure - III.

Adult Literacy, Continuing Education and Extension Work -

The isolation of the University from the community has been a matter of great concern at the under-graduate level. In the restructured academic programme at the under-graduate level, it is envisaged that extension work will be the fourth important element besides Foundation Course, Core academic programme and Non-traditional Course. The Panel on Adult Education set up by the UGC on the involvement of the Universities in Adult Literacy, Programme have also recommended that Adult Literacy, Continuing Education and Extension Work should be given high priority by the University system. The panels of the UGC on different subjects have also made recommendations about the extension work included in the curriculum (excerpts from the recommendations of the panels).

In pursuance of this broad thinking at the national level the member of the faculty in NEHU were addressed by the Vice-Chancellor(copy enclosed) and the response has been quite encouraging.

The matter is placed before the Academic Council for their consideration of the entire question about the role of North-Eastern Hill University in Adult Literacy, Continuing Education and Extension Work in the area under its jurisdiction.

DO No. NEHU/VCF-103/82 February 15, 1983.

Dear Shri,

Sub:- Formulation of the Participation in University Extensive Programme.

May I invite your attention to the policy frame for higher education in the country according to which the under-graduate courses in the University should comprise four elements viz., (i) a set of foundation courses, (ii) a set of core courses, (iii) some applied studies, projects/field studies, and (iv) involvement in a programme of national or social service. We have already taken measures to introduce non-traditional courses which, in the first instance, will be offered by the students as optional subjects and with experience, they may become an integral part of our system. Not much seems to have been done in relation to the fourth elements i.e., involvements in programmes of national and social service either in our University or in other Universities except in Universities like Poona. We may have to wait for some time before the modalities for this element becomes clear on the basis of experience gained elsewhere.

Another aspects of University system which has been emphasised in the policy frame is in relation to extension. Traditionally, Universities have largely concerned with three important functions viz., the preservation of knowledge, transmission of knowledge from one generation to the next and extension of the boundaries of knowledge. It is now realised that carrying knowledge and skills to people in all walks of life and to accept services to the community should also be one of their important responsibilities. I am enclosing the relevant excerpts about extension from the policy frame of higher education for your information.

As you are aware the NEHU, by the terms of its own charter, has a special responsibility which is even wider in terms than what is envisaged under extension for all Universities. Our review shows that we have not gone beyond the traditional University boundaries in any significant way. In this context

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it is for consideration whether we can make a beginning with the involvement of the teaching community, in whatever way feasible, within the policy-frame which has been outlined for the University system as a whole. This will give us experience to extend the canvas of our activity in terms of our special responsibility and also enable us to consider the ways in which the fourth element in the under-graduate education referred to above can be gradually built up.

The specific items which are contained in the extension programme relate to (i) extension services to schools and colleges, (ii) extension lectures to interprete recent trends in the respective fields to the community, (iii) to create scientific awareness, (iv) to participate in adult education and workers education programme and (v) to associate in the preparation of developmental programmes for the community around including rural development. Some other elements could also be considered keeping in view our special circumstances in the region. We are proposing to work out a plan of action for extension in our University which may be taken up under the aegies of our Centre for Continuing Education and also the Centre for Rural Development. This question will be discussed in the next Academic Council meeting in pursuance of the decision of the Conference of Indian Universities held recently at Kanpur and the suggestions of the University Grants Commission.

While these centres may function as nodal points, the main thrust for extension will have to be provided by the teaching community as a whole. It is needless to say that any meaningful extension programme can be best organised on the basis of voluntary participation. I shall be grateful if you could give your ideas about the areas in which the University should consider taking up the extension work and also indicate the areas in which you may like to be associated in the coming year so that we can have an idea of available manpower for this effort and we may be able to prepare the programme accordingly. The information in the enclosed proforma may be sent to the Head of the Department who will forward the same to me by the 28th February, 1983.

With best regards,

Yours sincerely,

(B. D. Sharma)

Proforma

NORTH-EASTERN HILL UNIVERSITY

1. Name

2. Department

3. Areas in which the University should take up

	Yes/No	Remarks
i) Services to Colleges		
ii) Services to Schools		
iii) Extension lectures		
iv) Programmes for creating scientific awareness		
v) Adult Education		
vi) Continuing Education		
vii) Association in Rural Development		
viii) Other specify		

4. Areas in which you will like to participate actively indicating the extent in terms of time, geographical area, etc.

5. Any other suggestions

Signature

(Kindly use additional sheets if necessary)

Excerpts from 'Development of Higher Education in India' : A Policy Frame by UGC.

3.12 EXTENSION : If the University system has to discharge adequately its responsibilities to the entire educational system and to the society as a whole, it must assume extension as the third important responsibility and give it the same status as research and teaching. This is a new and extremely significant area which should be developed on the basis of high priority. As can be easily imagined, the extension programme of the University system will fall into cup board categories.

(1) Extension Services to Schools and Colleges: The universities should work with the colleges which, in turn, should work with the secondary and elementary schools in their neighbourhood and help them to improve standatds by in-service education of teachers, sharing of facilities, provision of enrichment programme for students and discovery and cultivation of talent. The ddvelopement of a proper research and Development (R&D) programme for the education system is also special responsibility of the universities.

(2) Extension Service to the Community : The university system also has a great responsibility to the society as a whole. All universities and colleges should develop close relationships of mutual services and support with their local communities, and all students and teachers must be involved in such programmes as an integral part of their education. The National Service Scheme (NSS) programme should be expanded and improved, ultimately to cover all students. The fundamental purporse of these and other student programme should be to implant a spirit of coopoeration and social commitment inter-related to moral development. It should be the obligation of the teaching community to give extension lectures to interpret recent trends in their fields to the community, to create scientific awareness, to participate in adult education and workers' education programme, etc. Universities can also help in preparation of d evelopmental projects for the community around them, including the rural community. Such involvement will also help in bringing greater relevance into the courses at the under-graduate and the post-graduate levels and into the research programmes.

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI

RECOMMENDATIONS OF THE PANELS ON THE RECOGNITION OF EXTENSION WORK DONE BY THE TEACHERS/STUDENTS AS GIVEN TO TEACHING AND RESEARCH

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1. Panel on Sociology & Social Anthropology -

The Panel in principle agrees to the extension of Education and Extension of services as part of overall sociological instructions and details may be worked out by the concerned departments.

2. Panel on Anthropology -

The Panel observed that the programme of extension education fits in very well with the field work training programme undertaken by the University departments in Anthropology. The Anthropology departments should act in collaboration with the Adult Education Centres in respective universities. The Commission should provide adequate grants to the departments of Anthropology for undertaking extension education programme.

3. Panel on Linguistics -

The evaluation of extension education in the discipline of Linguistics will consist of (a) improving methodology for promoting reading and writing skills with reference to the teaching of the Mother-tongue and the Second Language also in Adult Education.

b) Planning and development of regional languages to be used as media of instruction and facilitate official communication for State Administration.

c) Creating awareness among educational planners, educators and mass media organisers as well as common people about the prevailing notions of the role of language in the society.

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Within the framework of our educational system, experts in Linguistics can be involved in the following activities :-

Extension lectures, Orientation courses, Programmes for Language teachers and Government Officials, advising Granth academics and voluntary organisations, social workers in the areas specified above.

For Post-graduate and under-graduate students can be made to effectively participate in the programme of mass education.

4. Panel on Social Work Education -

The Panel was strongly of the opinion that extension work done by teachers should receive adequate recognition and should be taken into account, while considering their work load and for purposes of promotion or appointment or higher posts.

5. Panel on Library & Information Science -

Students of Master's Courses in Library and Information Science should be encouraged to take up projects for their dissertation work which have some social relevance.

Students of Bachelor of Library and Information Courses should be involved in projects like helping neighbouring libraties to be properly organised.

The extension work meant for students of Master's and Bachelor Courses may be regarded as forming part of the in-service programme i.e., observations work, field work, etc.

Students performing extension work should be given certificates by the Head of the Department. The work put in by teachers in this regard should be treated on part with their normalteaching/research work.

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6. Panel on Art History and Museology -

The Panel considered extension education as a very important area especially for bringing awareness among the students about the natural and cultural heritage of India. The Panel, therefore, attached high importance to extension work by students and teachers at all levels of education.

Regarding the co-relation of extension work with Museology, the following activities were identified :-

i) To understand the functional aspects of ritual in societal structures.

(ii) Identification of sources of traditional Indian Art and Culture, economic and cultural environment and for the preservation of natural and cultural heritage.

iii) The modus operandi of extension work should be only through field work like (a) expectations which will foster the creation of village and district level museums, survey and collection of fauna flora, ethnographical materials, stones, coins, copper plates, weapons, manuscripts, sculptures, paintings, domestic implements and utensils.

iv) Implements of blacksmith, goldsmith, etc., decorative arts, costumes, puppets, dolls and toys, gems and jewellery and through organising exhibitions and museums.

The Panel was of the view that the extension work should be made compulsory for students at all levels. At the under-graduate level, no degree should be awarded unless the extension work as prescribed by the University is completed. At the post-graduate level, the students should compulsorily undertake extension work by specified activity either in groups or individuals in relation to tribal or village society, contiguous or adjacent to the respective university and no degree should be awarded unless they complete the extension work in the sense stated above as specified by the University.

For teachers, there should be an efficiency bar in context of extension work.

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7. Panel on Law -

The Panel considered the question of recognition of extension work done by the teachers/students under Adult Education and Extension Programme and resolved as under :-

Extension Education in the discipline of Law might be understood as "to acquaint the local community with the fundamental aspects of the law which directly touched the citizens in the day to day life and particularly recently emerging law of such character".

b) Law Faculties may be involved in preparing teaching material in regional languages on legal subjects of common interest, especially on socio-economic-legal problems. Thereafter, various camps may be held by the students and teachers to discuss such problems, and to disseminate information relating to legal aid.

The best way of giving recognition to the Extension Work done by teachers and students in the opinion of the Panel, could be by the way of awarding certificates of appreciation. Some honorarium might be given to the teachers who undertake this work as is done in the case of N.S.S. The cost of preparation and production of material should be met by the University.

8. Panel on Pol. Science & Public Administration -

The Panel was of the view that the universities may be requested to consider the feasibility of introducing extension work to be undertaken by teachers/students as an integral part of the N.S.S. activities.

9. Panel on Commerce -

A programme of education, not constituting a formal course, but which is deemed to be socially gainful may be termed as extension education.

The idea of promoting extension work was favoured, inter-alia, on the following lines :

a) Industrial Relations, Slum Clearance, Literary etc.
b) Marketing/Consumers/Arhatias;
c) Farmers/Farm Management/Finance; and
d) College Development.

Contd/....

Extension work may be made compulsory (qualifying) two weeks for under-graduate students and one week for post-graduate students, in an academic session.

For teachers, extension work should get due weightage (say through marks under a carefully devised proforma) at the time of (internal/Ex cadre) promotion. Students may be given Merit Certificates for high class performance and/or for devoting more time to extension work beyond what is deemed qualifying for the degrees.

10. Panel on Communication -

The panel felt very strongly that any work done in the field of non-formal education should get as much recognition as in the academic/research areas.

11. Panel on Education -

The Panel agreed that the resources availableto the Departments of Education should be extended to the community with particular reference to surveys which may serve as the basis for determining the learning needs of the community, preparation of curriculum and teaching/learning materials in functional literacy, organisation of training for various categories of functionaries and mid-term appraisal. The Departments of Education could also work with the secondary and elementary schools in the neighbourheed and help them to improve their standards. Besides, the following areas may be taken up by departments which have the necessary infrastructure and expertise.

a) Discovery and cultivation of talent
b) Orientation of teachers in new techniques of Education.
c) Environmental and Population Education
d) Management Training.

In view of the fact the extension is now regarded as an activity which is an important as teaching and research, the time spent by a teacher in extension work or service to the community should be included in calculating the

Contd/...

total work load of the teacher concerned. The teachers in the departments should encouraged to undertake extension work by providing flexibility in time schedule, if necessary. So far as students are concerned, adequate weight should be given to extension work done by them, but this should be on the basis of written reports and proper records maintained in the department.

12. Panel on Classical Language -

The following areas were identified by the panel for extension work by teachers/students of classical languages:

a) Orientation of traditional scholars to modern techniques of analysis and interpretation.
b) Fundamental Unity of all religions.
c) Better appreciation of available manuscripts, arts, pieces, etc.
d) Integrated programmes of Indian Culture, History and Tradition.

13. Panel on English & Foreign Languages -

The Panel endorsed the views of the UGC Standing Committee on Adult Education that the extension work done by the students and teachers be given due recognition. In this connection, it was recommended that under the extension programme activities such as, teaching English to outsiders, literature appreciation on courses, etc., could be undertaken. For this purpose, an honorarium may be paid to the teachers or their work-load reduced to accommodate extension work.

Materials production and relevant analytical research in the field of Adult Education may be taken into Account for recognition as research in the discipline of English.

The students who successfully complete the programme of teachings may be awarded a certificate.

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14. Panel on Psychology -

Extension is a very wide term covering formal and non-formal academic as well as practical courses, consultantcies, welfare work, service programmes and so on. What should any teacher do would depend upon the local needs as well as local resources and the millieu. Central and uniform directives in this respect have, of necessity, to be too general or vague. Boards of studies in universities are being thought to this. They be further encouraged to pursue the effort, not stopping with a resolution"to agree in principle with the idea".

Each university has to decide upon its priorities and mode of encouragement for extension work by teachers. This is bound to vary from university to university. Each university be supported to promote extension actitivities by consolidating extr-mural-studies, continuing education, adult education and making these integral parts of each department or college.

The UGC can sponsor a scheme of giving financial support to small experimental extension programme on lines with support to individualteachers for small research projects. The financial support may be limited to about Rs 2,000.00 to begin with. This could be spent on preparation of materials for communication, printing, field work, etc. In course of time as the projects develop meaningfully in the desired direction, the UGC aid can be increased and some major experimental extension programmes can be supported.

This would apply not only to Psychology but also to other subjects equally well. Emphasis on multi-disciplinary collaborations can be effectively introduced from the beginning of a scheme if financial assistance is accepted and promoted.

Recognition automatically follows extension activities, especially from the community. For a teacher, this should be a good break through in the present circumstances.

Annexure IV

PREAMBLE

General

1. National Cadet Corps is the premier Youth Organisation of India comprising of 11 lakh cadets (Boys and Girls). In the North Eastern Re ion we have units of Infantry, Artillery, Signals, Naval, Air and Girls Units. This Directorate provides coverage to 129 colleges.

2. National Cadet Corps is the largest youth organisation of its kind in the world. This is the only Organisation which treats boys and girls on absolutely equal footing. All its activities are open to both the boys and the girls.

Aims of the National Cadet Corps

3. The aims of the National Cadet Corps are as follows :-

(a) Development of leadership, character, comradeship, sprit of sportsmanship and the ideal of service.

(b) To create a force of disciplined and trained man-power which in National Emergency could be of assistance to the country.

(c) To impart training to students with a view to developing in them officer like qualities, thus also enabling them to obtain commissions in the Armed Forces.

4. The first aim which includes the development of the ideal of service, would cover the social service element also.

Status of the National Cadet Corps

5. National Cadet Corps 'is open' to all students. There are, however, no marks for this subject and it does not form part of the college curriculum in any University in the North Eastern Region.

Activities of the National Cadet Corps

6. Besides the basic subjects like drill, weapon training, leadership, civil defence, social work, field craft, map reading, unarmed combat, considerable degree of emphasis is being laid on outdoor training, adventure training, sports and games. National Cadet Corps imparts training and provides facilities in the following :-

(a) Flying.

(b) Gliding.

(c) Hang Gliding.

(d) Para Sailing or Ascending Parachuting.

(e) Boating.

(f) Yatching.

(g) Sailing.

(h) Surf Riding.

(j) Scuba Diving.

(k) Mountaineering.

(l) Rock Climbing.

(m) Riding.

(n) Youth Exchange Programmes with foreing countries particularly Canada where our cadets are exposed to their community projects.

Training

7. National Cadet Corps training is basically imparted on Sundays, holidays or as is convenient to students to avoid clashing with their studies. National Cadet Corps does not carry any marks either in total or aggregate marks of the examinations. In order to make National Cadet Corps universally attractive and to draw better quality students to it, it is essential that National Cadet Corps training should form part of the educational curriculum. Credits as an elective subject, which should count towards the final marks, will provide sufficient incentive and recognition for the National Cadet Corps activities.

Pattern in other Countries

8. In most of the advanced countries, specially the socialist countries, one day in a week is earmarked for National Cadet Corps like activities connected with national reconstruction and character building. This aspect was considered by the Mahajani Committee also and it was recommended that preferably once a week two or three periods should be earmarked for National Cadet Corps within the educational curriculum. However, these recommendations have not been implemented so far and no uniform pattern has been evolved for National Cadet Corps activities as part of the educational curriculum in the educational institution on all India basis. The experience gained over a period of time dictates that there is an urgent need to include National Cadet Corps in curriculum of the Universities which counts towards the total or aggregate marks. This has already been done in the Universities of Madras, Madurai (now Kamraj), Osmania and Nagarjuna. Even Punjab University has accepted the subject of military science and military training which can be offered only by those students who have NCC in the colleges. Universities of Bihar and Orissa are also likely to accept NCC as a subject with effect from 1983/84.

National Cadet Corps & States of Assam, Manipur, Meghalaya, Nagaland & Mizoram

9. The Universities of Assam, Manipur and NEHU are changing over to 10+2+3 system recommended by Indian Education Commission 1964-66 in pursuance of National Policy on Education. It is visualised that National Cadet Corps will be able to adopt itself to 10+2+3 system. It can subsequently be introduced in Post-graduate Classes as Military Science or Defence Studies. Thus those students having natural bent for extra curricular activities like NCC and could not make defence services as career due to various reasons like domestic circumstances, can take-up a career in College/ University as lecturers in Military Science. This subject has been accepted by many universities in the country in Post-graduate Classes. In addition, they will prove to be an asset if they take-up NCC as Part-time Officers and their services will be of great value during emergency as is quite obvious from the past experience when they were accepted by Ministry of Defence as Whole-time NCC Officers.

National Cadet Corps and North Eastern Region

10. In furtherance of aims of rapid development in this Region in order to bring its people into the mainstream of national life the NCC is progressively expanding its activities for which the potential is enormous. A new unit in Tripura and a Group Head-quarters in Shillong have recently been raised. The case for additional raisings/reorganisation of NCC in this Region particularly for Mizoram, Assam, Arunachal Pradesh and Tripura has been initiated. In absence of suitable incentives for the cadets of this Region as compared to some other States in the country, it has not been possible to bring about the requisite qualitative changes. This has robbed the students particularly tribal students to avail of the various concessions extended exclusively to NCC e.g., reservation of vacancies for Commission in the Defence Forces, preference for enrolment in the Army, Navy, MNS, CRP, BSF, CSIR, ITBP and so on. On introduction of NCC as an elective subject, both qualitative and attitudinal changes will be ushered and conducive atmosphere created for the students to utilise their time in meaningful and useful persuits. The recommended scheme and syllabus for introduction of NCC as an elective subject is as per Appendix 'A' attached.

National Cadet Corps Directorate
North Eastern Region
Shillong 793001.

27th Nov 1982.

Sd/- R.S. Trehan,
Brigadier,
Director NCC, NE Region

Appendix 'A'

(Refers to Para 10)

SCHEME OF ASSESSMENT AND SYLLABUS FOR STUDENTS OPTING NCC AS ELECTIVE SUBJECTS ASSAM MANIPUR AND NEHU UNIVERSITIES

INTRODUCTION

1. Pattern of Education as it exists is mainly to provide academic qualification to the student community. Very valuable traits like discipline, sense of duty, leadership qualities, social awareness, ability to withstand physical and mental stress and spirit of adventure are not developed to the requisite standard in the present system of education, although it is need of hour so that doday's youth is trained to meet the challenges of life and can contribute maximum in the service of Nation. Keeping the above object in mind NCC is being intruduced as an elective subject with effect from the session commencing 1983/84 for the cadets in first and second year of NCC training. Third year NCC training is non-obligatory and permission to continue in third year is only to be given to those cadets who wish to appear in C/G-II certificate examination, in pursuance to the recommendations of NCC Evaluation Committee (Mahajini Committee 1970).

2. Salient Points

(a) The scheme will be applicable to Pre-University students of Arts, Commerce and Science.

(b) There will be maximum of 200 marks (100 marks for each year), out of which 100 marks are for practical/ internal assessment and 100 marks for written examination.

(c) The award of practical/internal assessment will be distributed as follows :-

	1st Year	2nd Year
(i) Attendance and Discipline	20	15
(ii) Performance and Skill (Including Range Classification).	20	10
(iii) Social Service, Adventure and Leadership Training.	10	15
(iv) 'B'/'G' I Certificate Examination.	..	10
TOTAL	50	50

(d) 100 marks for written examination (theory) will be distributed as under :-

(i) First Year - 50 marks
(ii) Second Year - 50 marks

3. Adventure and Leadership Training - These are not treated in isolation, because the more adventures the task undertaken, the greater will be the need and opportunities for leadership qualities to emerge. These may be assessed at the following occasions :-

(a) During obstacle course training.

(b) During adventure expedition/training of various types such as cycling, hiking, sailing, mountaineering, rock-climbing etc.

(c) During performance of "Group Tasks" where major obstacles are to be negotiated as a group having no appointed leader. Every cadet will be put through this course in this course in the First Year of training.

(d) During "Command Tasks" where major obstacles are to be negotiated under a nominated leader. Every cadet will be appointed as leader for such tasks in the Second Year of training.

(e) During normal parades where a cadet is appointed as "Leader" for specific purposes by rotation.

(f) During Group planning exercises when held.

ASSESSMENT POLICY

4. The assessment will be continuous and internal and will be compiled yearly. The assessment will commence from the Academic Year 1983-84 for the Pre-University Classes.

5. For uniformity in marking, yearly assessment in case of all colleges will initially be made out of 50 in accordance with the distribution given below :-

(a) First Year P.U.

(i) Attendance and Discipline	..	20
(ii) Performance and Skill (including Range Classification)	..	20
(iii) Social Service, Adventure and Leadership Training	..	10
		50

(b) Second Year P.U.

(i)	Attendance and Discipline	.. 15
(ii)	Performance and Skill (including Range classification)	.. 10
(iii)	Social Service, Adventure and Leadership Training	.. 15
(iv)	Certificate Examination 'B'/'C' I	.. 10
		50

6. Submission of Mark Lists :- Part-time NCC Officers, Teaching Staff member and incharge of NCC in College will submit marks duly countersigned by OC unit in 1st week of April every year to the Principal who in turn will forward to University by 15 April each year.

DETAILED INSTRUCTION FOR ASSESSMENT

7. The Sub-unit Commander (Part-time) NCC Officer) will be responsible to maintain all documents pertaining to assessment of cadets in his/her college for their safe custody.

Attendance and Discipline

8. Assessment will be based on the Cadet's attendance, punctuality, turn-out and discipline. The Sub-Unit Commander for this purpose will maintain the following documents :-

(a) College NCC Parade Record Register - Entries will be made on each parade day as under :-

(i) Enter the date of parade as shown in Annexure '1'.

(ii) Under each date, in column (e) Mark 'P' to indicate "Present" and 'A' to indicate "Absent". Cadets coming on parade upto 20 minutes late will be marked 'P'.

(iii) In column (f) mark 'L' to indicate 'late-comers'. In the case of all others, the column will be scored through.

(iv) In column (g), each cadet will be marked out of 3 for turn out which must be inspected on each parade day. This will include the cleanliness and condition of all items of uniform, polishing, shining, state of repairs of boots/shoes, hair cut, shaving, and the personal bearing of the cadet.

(v) In column (h), the Sub-Unit Commander, or in his absence the officer to be nominated by the Unit Commander not less than the rank of a JCO, will initial for having filled columns (e) to (g).

(b) Record of Warnings - For layout, see Annexure 2 attached. Entries will be made as and when a cadet is given a warning for breach of discipline. Such warnings will be given to cadets for specific acts of indiscipline in the presence of the seniormost cadet of the Sub-Unit, and one member of the PI staff. The cadets will not be penalised under this heading for absence from parade, late arrival on parade, and poor turn-out for which he is being marked separately.

9. Assessment - Vide para 5, it will be seen that 'Attendance and Discipline' may have to be assessed for 20 marks or 15 marks depending on the year of assessment of the University. Sub-division of marks will be as under :-

	Out of 20	Out of 15
a) Attendance	10	7
b) Punctuality	3	2
c) Turn -out	3	2
d) Discipline	4	4

10. At the end of a year, assessment will be carried out as above based on the records maintained as per the following procedure:-

(a) Attendance: The percentage of attendance for the year will be worked out from the Register as per Annexure '1' and the 10 marks awarded as under :-

	1st year	IInd year
(i) 91 percent and above	9 to 10	7
(ii) 81 percent to 90	7 to 8	5 to 6
(iii) 71 percent to 80	5 to 6	3 to 4
(iv) 61 percent to 70	3 to 4	2
(v) 40 percent to 60	1 to 2	1
(vi) 40 percent or less	0 0	0

(b) Punctuality: The total number of parade days each cadet has arrived late will be calculated, and the 3/2 marks awarded as under :-

	1st year	IInd year
(i) No late arrival	3	2 2
(ii) 1 to 2 late arrivals	2	2½ - 1½
(iii) 3 to 4 late arrivals	4	2 - 1
(iv) 5 to 6 late arrivals	6	1 - ½
(v) 7 or more late arrivals	0	0 - 0

11. Compilation: Assessment as above will be compiled on a form as per Annexure 3 attached before compilint the overall assessment.

PERFORMANCE, SKILL AND RANGE CLASSIFICATION

12. Weightage: Vide paragraph 5 above, these are to be initiall y assessed out of marks indicated below in the University in each year of Pre-University :-

(a) 1st year - 20 marks
(b) 2nd year - 10 marks

13. There is an apparant reduction in weightage given in the second year. This is due to the fact that 10 marks are awarded in second yar for B/G 1 Certificate Examination results which is virtually a test in performance skill. For ease and uniformity in assessment, performance skill and range classification will initially be assessed out of 50 marks as per details given in the succeeding paragraphs and subsequently reduced as given in para 12 above for the different classes.

14. Subjects to be covered and Scope for Testing: The syllabii of arms/services vary considerably. Therefore any attempt to make a uniform system of assessment for all arms and services will neither be realistic, nor practicable. Based on the year-wise syllabii of the various arms and services, the subjects to be included for test in each year has been worked out and placed at Annexure 4 attached.

15. Distribution of marks: These are also given in various Indices to Annexure 4 attached, year-wise for each arm/service.

16. Method of Assessment : Practical Tests: All practical tests as given in Annexure 4 attached, except Range Classification will be conducted by a Board of Officers, with the Unit Commander/Administrative Officer as the Presiding Officer, and the Part-time NCC Officer(s) of the concerned colleges and one or more JCOs from the PI Staff as member. In exceptional cases, Havilders who are specialists in a given subject may be detailed as members for testing in that subject. The Board will be constituted by the Unit Commander, once a year for each Colleges where the assessment is applicable. The tests will be conducted on a "country-fair" system, on dates to be fixed in direct consultation with the Principals concerned. The cadets will be given a minimun of 10 days notice. Board proceedings will be prepared and kept on record for a period of three years.

17. Range Classification: The result will be converted into marks as per guidelines explained below and will be credited in half yearly marks. The marks will be awarded based on the performance in .303 rifle firing except in case of girls cadets whose performance in range in .22 Rifle firing will count. Additional .22/.303 ammunition if required by any Unit/Sub-Unit for this purpose will be arranged by Gp/Dte by inter unit adjustment. OC Unit/Group will be responsible for conduct of the firing and allied administrative arrangements. Marks will be awarded as under for any one selected practice to be decided by the OC Unit :-

(a) marksman	.. 4 to 5	marks depending on actual score
(b) 1st class shot	.. 3 - 3½	marks depending on actual score
(c) Standard shot	.. 2 - 2½	marks depending on actualscore
(d) Below standard shot	.. 0 to 1	marks depending on actual score.

18. Compilation: Results of performance and skill will be compiled on the result sheet prepared as per specimen given in Annexure 5 attached, whereas for final Internal Assessment it will be prepared as per specimen given in Annexure 6 attached.

19. Social Service: The projects listed below are available, although a cadet will not be able to participate in all the projects in a year. It must be ensured that every cadet is associatd with a minimum of two preferably more projects.

(a) Maintenance of archaeological monuments.

(b) Assistance to the handicapped - i.e. deaf and dumb, blind, cancer patients, in-mates of mercy homes, Cheshire Homes, assisting patients in hospitals etc.

(c) Adoption of villages/slums.

(d) Public services such a-s adult literacy campaign, health campaign, traffic control duties and so on.

(e) Blood donation.

(f) Construction of link roads, de-silting of tanks, tree planting etc.

20. Assessment of cadets for Social Service should be based on the following aspects giving equal weightage to be assessed by the Part-time NCC Officer of the Colleges concerned :

(a) Regularity and enthusiasm.

(b) Involvement in the work, considering no social service as below one's dignity (willingness to cheerfully soil one's hands).

(c) Method of working - systematic and methodical

(d) Organising and Planning ability

(e) Human relationship - attitude towards the people being assisted and towards other members of the team.

(f) Achievements - results produced.

21. Marking : The Part-time NCC Officers should keep his observation on cadets on the above lines recorded in all occassions when social service is under taken. The cadets will be marked for 3 marks for 1st year, 5 marks for 2nd year.

22. Adventure and Leadership Training: In addition to above, assessment of cadets for these subjects will also be done by the Part-time Officers and/or unit Commanders, based on the performance over the entire year. The following aspects should be assessed :-

(a) Keenness to undertake adventurous tasks

(b) Ability to overcome problems.

(c) Grit and determination.

(d) Physical and moral courage.

(e) Planning and organising ability
(f) Physical and mental stamina.

(g) Team spirit - ability to work as a useful member of the team, and ability to keep the team together as a leader.

(h) Does he/she emerge as a leader in a leaderless group ?

23. Marking: The Part-time NCC Officers should keep a continuous assessment record on Cadets on these aspects. The markings will be out of the total given below :-

(a) 1st year - 7 marks

(b) 2nd year - 10 marks

24. Certificate Examination: All cadets will be given credit of marks in the initial assessment in the second year of their performance in B/G I Certificate examination. The award of marks will be as per the performance in certificate examination, which will be exactly proportionate to the marks scored in the Examination which is as follows :-

Grading 8 'A' 9 to 10 marks
Grading 'B' 7 to 8 marks
Grading 'C' 5 to 6 marks .

-: 8 :-

THEORY

25. Theory paper will carry 50 marks each for 1st and 2nd year of training. The following subjects based on the syllabus covered will be included :-

(a) Organisation and Administration

(i) Aims and functions of NCC
(ii) Introduction to the services (a) Army (b) Navy (c)Air Force
(iii) Outline organisation of an Infantry Bn for Army Wing and equivalent unit for other wings.

(b) Leadership Training and Public Speaking

(i) Discipline and duty
(ii) Duties of a good citizen
(iii) Customs of the services
(iv) Career prospects in services
(v) Current events

(c) Map Reading

(i) Introduction to map and conventional signs
(ii) Topographical forms and technical terms
(iii) The grid system
(iv) Cardinal points and finding NORTH
(v) Types of Bearing and use of service protractor
(vi) Relief, contours and gradients.
(vii) Setting a map and finding own position
(viii) Map to ground and ground to Map referring with six figures
(ix) Prismatic compass and its use.
(x) Compass march by day
(xi) Setting compass for night march and preparing a night march chart.

(d) Civil Defence

(i) Introduction to civil defence, modern warfare and civil defence problems.
(ii) Civil Defence Organisation, grouping of relief measures and role of various Civil Defence Services.
(iii) Air Raid system of warning and measures for protection
(iv) Protection against High Explosive and incendiary bombs, types of trenches and sand bagging.
(v) Rescue party, its organisation, equipment and functions
(vi) Clearance of Debris and methods of rescue including rescue from high buildings.
(vii) Evacuation of casualties
(viii) Civil Defence Patrols/Look outs, messenger service routes and location of important places.
(ix) Fire fighting.

(e) Hygiene and Sanitation

(i) Preventable diseases
(ii) Personal hygiene and maintenance of good health.

(f) First Aid

(i) Structure and function of human body. Principles of first-aid, its equipment, improvisation and use of triangular bandage.
(ii) Fractures-causes, varieties, signs and system Treatment of individual fractures.
(iii) Individual fractures and their treatment. Dislocation, sprains, strains and their treatment.
(iv) General description of heart and circulatory system, pressure point, types of hermorrhage, bruises.
(v) Injuries of internal organs, burns, scalds, snake bite, scorpion rabbit dog bites. Cold injury. Foreign bodies in eyes, ears and nose, and their treatment.
(vi) Respiration - Natural and Artificial Asphyxia and insensibility.
(vii) Carriages of sick and wounded. Hand carriage. Use of stretcher.
(viii) Preparation to receive and treat accident and Air-Raid casualities. Emergency resuscitation and recapitulation.

(g) Field Craft and Battle Craft

(i) Field signals
(ii) Description of ground and indication of landmarks
(iii) Fire and movement, fire control orders and fire discipline
(iv) Simple verbal orders
(v) Section formations
(vi) Section battle drill
(vii) Visual training.
(viii) Recognition and description of targets.
(ix) Judging distance
(x) Personal camouflage

(h) Scout Patrol and Ambush

(i) Types of patrol, their tasks and necessity
(ii) Preparation, briefing and de-briefing
(iii) Conduct of patrol
(iv) Laying of an ambush.

(j) Military History

(i) Principles of war
(ii) Evolution of warfare age and from World War I to present day
(iii) History of Indian Army under East India Company, Crown and post independence period
(iv) Indo-Pak Wars
(v) Outstanding small scale recent military actions
(vi) India's Neighbours - friendly and belligerant
(vii) India's geography and communications and their bearing on defence
(viii) India's resources and war potentiality.

Note

1. Paper for girl cadets will be separate and include the positions covered for them.
2. Books recommended :-
   i) Military History of India - Dr. Jadu Nath Sarkar
   ii) Cadet Handbook - Published by Directorate General NCC
   iii) Dismemberment of Pakistan - Bendict Custa.

ANNEXURE I to Appendix 'A'

(Refers to para 8 (a)

CCLLEGE NCC PARADE RECORD REGISTER : 1983-84

Institution _____

Unit _____ COY _____ FIRST/SECOND YEAR STUDENT

Sl. No.	Regtd Number	Rank	Name	Parade Days							
				14 August 1983-84				22 August 1983-84			
				P/A	Late	Turnout	Initial of Offr	P/A	Late	Turnout	Initial of officer
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(e)	(f)	(g)	(h)

ANNEXURE 2 to Appendix 'A'

(Refers to para 8 (b)

RECORD OF WARNING TO NCC CADETS FOR BREACH OF DISCIPLINE - 1983-84

FIRST/SECOND YEAR

Institution _____

Unit _____ Coy _____

Ser No	Regimental number	Rank	Name	Date of Warning	Nature of breach of discipline	Signature of the Officer giving warning

ANNEXURE 3 to Appendix 'A'

(Refers to para 11)

MARK SHEET FOR ATTENDANCE AND DISCIPLINE - YEAR

Institution _____ COY _____

Sl No.	Regtl No.	Rank	Name	First Year					Second Year					Remarks
				Attendance	Punctuality	Turn out	Discipline	Total	Attendance	Punctuality	Turn out	Discipline	Total	
				10	3	3	4	20	7	2	2	4	15	

*In case of fraction to be rounded up in the interest of students

ANNEXURE 4 to Appendix 'A'
(Refers to para 15)

SUBJECTS FOR TESTING IN PERFORMANCE AND SKILL

Introduction

1. The Syllabii prescribed for various arms/services vary. Testing is to be based on the subjects taught during the period proceeding the tests.

2. Considering the above, the scope of subjects to be tested yearly is given seperately for each year and for each arm/service.

Layout

3. Subjects for testing will be as under :-

	1st Year	2nd year
(a) Infantry	Index I A	Index I B
(b) Artillery	Index I C	Index I D
(c) Signals	Index I E	Index I F
(d) Senior Wing Girls	Index I G	Index I H

Index I A to Annexure 4

SUBJECTS FOR TESTING IN 1st YEAR

INFANTRY

Sl No.	Subject	Marks alloted 50	SCOPE	
1	Drill	15	(a) Basic Foot drill movements.	(b) All foot drill movements.
			(c) Marching without arms.	(d) All arms drill movements.
2.	Weapon Training	15	(a) Rifle upto 'Trigger' control and firing a shot.	(b) Rifle classification firing.
			(c) Bayonet-upto 'the point'.	(d) Bayonet-upto 'Training Stick'.
3.	Field Training	10	(a) Field craft upto "personal camauflage and concealment".	(b) Field Craft upto 'Movement with and without arms'.
			(c) "Knots and lashes.	
4.	Map Reading	5	(a) Upto cardinal points and finding NORTH.	(b) Upto 'setting map and finding own position'.
5.	First Aid	3	-	(b) St John Ambulance Certificate
6.	Self Defence	2	(a) Upto position covered.	-

Index IB to Annexure 4

SUBJECTS FOR TESTING IN 2ND YEAR

INFANTRY

Sl No.	Subject	Marks allotted	Scope	
1	Drill	10	(a) Drill with arms all movements	(b) Continuity drill with arms.
			(c) Guard mounting	(d) Guard of Honour
			(e) Continuity drill without arms.	(f) Cane drill all movements.
2.	Weapon Training	15	(a) Rifle handling	(b) LMG-Elementary handling.
			(c) Rifle firing.	
3.	Field Training	20	(a) Field craft upto observation and concealment.	(b) Battle craft upto section Battle Drill.
			(c) Battle craft upto section formation.	(d) Scouts, patrols upto ambush complete.
4.	Map Reading	5	(a) Upto 'Map to Ground'.	(b) Upto "Setting compass for night march and preparation of night march chart.

Index I C to Annexure 4

SUBJECTS FOR TESTING IN 1ST YEAR

ARTILLERY

Sl No.	Subject	Marks allotted	Scope	
1.	Drill	10	(a) Basic Footing drill movements	(b) All foot drill movements.
			(b) Marching with arms	(d) All arms drill movements.
2.	Weapon Training	10	(a) Rifle upto trigger control and firing a shot.	(b) Rifle classification firing
3.	Field Training	5	(a) Recognition and description targets.	(b) Move with and without arms.
			(c) Judging distance.	(d) Fire and movement.
			(e) Personal camouflage.	(f) Patrolling.
4.	Map Reading	10	(a) Conventional signs, use of compass Service Protractor.	(b) Setting a map and finding own p position.
5.	Special to Corps practical	15	(a) Description of the gun, its various parts and functions.	(b) Stripping and assembling of breach mechanism and firing block.
			(c) Task system	(d) Sending a UR message
			(e) Netting and Turning of WS NO. 62.	(f) Use of unicode and slidex.
			(g) Gun drill upto Section 9.	(h) Indication of targets and inidial orders.
	TOTAL	50		

Index I D to Annexure 4

SUBJECTS FOR TESTING IN 2ND YEAR

ARTILLERY

Ser No.	Subject	Marks allotted	Scope	
1.	Drill	10	(a) Drill with arms all movements.	(b) Guard of Honour.
			(c) Guard mounting	(d) Continuity drill with arms.
			(e) Continuity drill without arms.	(f) Cane drill.
2.	Weapon Training	8	Miniature Range firing.	Long Range firing
3.	Field Training	5	(a) Selection of fire position.	(b) Laying an ambush.
			(c) Simple verbal orders.	(d) Section formation.
4.	First Aid	3	(a) Upto First Aid for fractures, sprain and dislocation.	(b) Artificial prespiration.
			(c) First Aid for Burns and snake bites.	(d) Carriage of the sick and wounded
5.	Map Reading	7	(a) Map to ground and ground to Map.	(b) Setting a compass and preparing a night march chart.
6.	Special to Corps.	15	(a) Fire Orders commonly used.	(b) Orders for engagement.
			(b) RT Procedure	(d) RT Procedure covered so far.
			(e) Gun drill upto Section 22.	(f) Gun drill upto Section 50.
			(g) Development drill.	(h) Line equipment.

Index 6 to Annexure 4

SUBJECTS FOR TESTING IN 1ST YEAR

SIGNALS

Ser No.	Subjects	Marks allotted	Scope
1.	Drill	15	(a) Basic Foot drill movements. (b) All foot drill movements. (c) Marching without arms. (d) All arms drill movements.
2.	Weapon Training	10	(a) Rifle upto 'trigger control and firing a shot'. (b) Rifle classification firing.
3.	Field Training	5	(a) Recognition and description of targets. (b) Move with and without arms. (c) Judging distance. (d) Fire and movement. (e) Personal camouflage. (f) Patrolling.
4.	Map Reading	10	(a) Conventional signs use of compass and Service protractor.
5.	Special to Corps	10	(a) Description, facilities controls of Radio set 62. (b) Tele L/J/F and Exchange description and function. (c) RT Procedures, phonetics alphabets, turning drill and link signs.
		50	

Index I F to Annexure 4

SUBJECTS FOR TESTING IN 2ND YEAR

SIGNALS

Ser. No.	Subjects	Marks allotted	Scope
1.	Drill	10	(a) Drill with arms all movements. (b) Guard of Honour (c) Guard mounting (d) Continuity Drill with arms (e) Continuity Drill without arms (f) Rifle firing.
2.	Weapon Training	10	(a) Rifle handling tests (b) Rifle firing
3.	Field Training	5	(a) Judging distances (b) Simple verbal orders (c) Selection of fire position (d) Laying of an ambush (e) Section formation
4.	First Aid	3	(a) Upto first Aid for sprains, dislocation and fractures.
5.	Map Reading	7	(a) Scales, contours (b) Map to ground and ground to Map (c) Setting a compass (d) Preparation of a night march chart.
6.	Special to Corps	15	(a) Turning and Netting WS 62/22 (b) R 209 Description (c) Passing of UR Messages (d) To pass a formal and long messages.

Index I C to Annexure 4

SUBJECTS FOR TESTING IN 1ST YEAR

SENIOR WING GIRLS

Ser No.	Subject	Marks allotted	Scope
1.	Drill	15	(a) Upto get on parade dismissing and fall out. (b) Arms drill upto 'Dismissing and fall-out' and squad drill.
2.	Weapon Training	10	(a) Upto 'Trigger control' and firing a shot. (b) Range procedure and Range firing.
3.	Self Defence	5	(a) Upto 'Attack I' (b) Upto 'Basic Throw'.
4.	First-Aid	10	(a) Upto 'Dislocation' sprain, strains and their treatment. (b) Upto 'Preparation to receive and treat accident and air raid casualities, emergency resuscitation and recapitulation'.
5.	Signals	10	(a) Upto exchange magneto to line description and functions. (b) Upto connecting and putting through single and multiple calls.
		Total 50	

Index I H to Annexure 4

SUBJECTS FOR TESTING IN 2ND YEAR

SENIOR WING GIRLS

Ser No.	Subjects	Marks allotted	Scope
1.	Drill	10	(a) Upto saluting at the March (b) Arms drill upto saluting at the shoulders at the halt and on the March.
2.	Map Reading	5	(a) Upto Grid system (b) Upto types bearing and use of service protractor.
3.	Weapon Training	10	(a) Range Firing (b) Upto disarming and counter attack.
4.	Home nursing	10	(a) Upto preparation of different kind of beds and changing sheets without disturbing the patient. (b) Upto feeding a helpless patient.
5.	Signals	10	(a) Upto practical passing standard messages by phone. (b) Upto block diagram of wireless set, link sign calling and answering.
6.	Posture Training	5	(a) Upto correct walking and exercises for improving use of legs and feet. (b) Upto climbing ladders and chairs.

Item No. 5:1 ORDINANCES ETC.

(i) Revised Ordinances on M.Phil and Ph.D. -

The Executive Council in its meeting held on the 26th March, 1983, while approving the Ordinances 12 and 13, had observed that the Academic Council may re-consider Clause 7 of Ordinance 12 and Clause 4(i) of Ordinance 13 respectively and also felt that if the Academic Council consider it necessary, suitable amendments to the above two clauses may be suggested.

As regards, Clause 7 of Ordinance 12, a separate Agenda Item is placed under "Ratification of action taken by the Vice-Chancellor".

The existing Clause 4(i) of Ordinance 13 is reproduced below for consideration of the Academic Council:

"SUPERVISORS

4(i) The Board of Research Studies on the basis of the recommendation of the Department concerned, shall appoint a teacher of the University as a Supervisor to guide and supervise the work of the candidate.

Provided that the Board of Research Studies may, on the recommendation of the concerned Board of Post-Graduate Studies, appoint a group of two or three Supervisors from the related areas for which the scholar registered for inter-disciplinary topic to guide and supervise the work of the candidate.

Provided further that the Board of Research Studies may, on the recommendation of the concerned Board of Post-Graduate Studies, appoint, in addition to a Supervisor, one or two Joint Supervisors or Consultants to guide the work of the candidate. In such acase, the Supervisor shall be in over-all charge of the supervision of the candidate's work and shall, as provided in Para 1 of this Clause be a teacher of this University. Joint Supervisors or Consultants need not necessarily be teachers of this University. In the event of a Joint Supervisor or Consultant being from outside this University, he should be a person officially recognised through appropriate procedures for this purpose by the University".

—

(ii) Rules for Election of Members to the Authorities and Bodies of the University under the provisions of the Statutes of NEHU Act, 1973 -

The NEHU Election Rules of 1978 were in operation from 1978. During that period the Rules in question appeared to be quite alright since there were no contests. In the Election of 1981, however, there were contests in all the three Constituencies and it was realised that the Election Rules of 1978 do not contain adequate provisions and guidance particularly in respect of counting of votes.

Under the circumstances a revised Draft Election Rules duly vetted by our Legal Adviser are placed at Annexure - VI for consideration of the Council and if approved the same may repeal the earlier Election Rules of 1978.

Annexure - VI

NORTH-EASTERN HILL UNIVERSITY ELECTION RULES, 1983
(Under Statute 42(1)(b) and 36(A) of the First Schedule)

Rules for the election of members to the Authorities and Bodies of the University under provisions of the Statutes of the North-Eastern Hill University Act 1973, as amended upto-date.

1. These Rules shall be called "The North-Eastern Hill University Election Rules, 1983".

2. These Rules shall come into force with immediate effect.

3. Definition : In these Rules :-

(a) 'Act' means the North-Eastern Hill University Act, 1973, as amended upto-date.

(b) 'University' means the North-Eastern Hill University.

(c) 'Returning Officer' means the Registrar/Officer-Incharge of the North-Eastern Hill University.

(d) 'Teacher' means a Professor, Reader or a Lecturer of a college affiliated to the North-Eastern Hill University.

(e) 'Candidate' means a contesting candidate.

(f) 'Constituency' means the constituency from which a member is to be elected to the Authority or Body of the North-Eastern Hill University.

(g) 'Polling Booth' means a place where arrangements are made for voters to personally record their votes.

(h) 'Continuing candidates' means candidates not elected or not excluded from the poll at any given time.

(i) 'Exhausted Papers' means ballot papers on which no further preference is recorded for a continuing candidate, provided that a paper shall also be deemed to be exhausted in any case in which -

(1) The names of two or more candidates, whether continuing or not, are marked with the same figure and are next in order of preference; or

(2) the name of the candidate next in order of preference whether continuing or not, is marked -

(i) by a figure not following consecutively after some other figure on the ballot paper; or

(ii) by two or more figures.

Contd/...

(j) 'Original votes' in regard to any candidate means the vote derived from ballot papers on which a first preference is recorded for such candidates.

(k) 'First preference' means, the figure 1 set opposite the name of any candidate, 'Second preference' similarly the figure 2, 'Third preference' the figure 3 and so on.

(l) 'Surplus' means the number by which the votes of any candidate, original and transferred, exceeds the quota.

(m) 'Quota' for counting of votes where only one seat is to be filled - (1) at any election where only one seat is to be filled, every valid ballot paper shall be deemed to be of the value of one at each count, and the quota sufficient to secure the return of a candidate at the election shall be determined as follows :

(i) add the values credited to all the candidates;
(ii) divide the total by two; and
(iii) add 1 to the quotient ignoring the remainder, if any, and the resulting number is the quota.

(n) Quota for counting of votes when more than one seat is to be filled - (1) At any election where more than one seat is to be filled, every ballot paper shall be deemed to be of the value of 100, and the quota sufficient to secure, the return of a candidate at the election shall be determined as follows :

(i) add the values credited to all the candidates;
(ii) divide the total by a number which exceeds by 1 the number of vacancies to be filled; and
(iii) add 1 to the quotient ignoring the remainder, if any, and the resulting number is the quota.

(o) 'Transferred votes' in regards to any candidate means votes credited to such candidate which are derived from ballot papers on which a second or subsequent preference is recorded for such candidate.

(p) 'Unexhausted papers' means, ballot papers on which a further preference is recorded for a continuing candidate.

4. Electoral Roll :

(a) For the purpose of election of members to an Authority or Body of the University under the North-Eastern Hill University Act, 1973, as amended upto-date, there shall be an Electoral Roll of the members of the different constituencies who are entitled to vote in the elections concerned.

Contd/...

(b) The Returning Officer shall prepare constituency-wise a draft Electoral Roll votes who are eligible to vote in the constituency concerned.

(c) The Returning Officer shall thereafter publish adraft Electoral Roll under his signature which shall be circulated among the Principals of Colleges and a copy of the same shall be affixed on a Notice Board at a conspicious place in such offices and places for giving wide publicity. (Schedule - I).

(d) The Returning Officer shall fix a date for receipt of objections, if any, in writing and a date for hearing as well as disposal of objections shall be so fixed that there is a gap of 15 days between the date fixed for submission of objections and the date of hearing.

(e) On the date fixed for hearing the claimants or objections may adduce oral or documentary evidence in support of their respective intentions and the order passed by the Returning Officer shall be final and binding.

(f) The Electoral Roll, after disposal of objections, be prepared and shall be finally published by the Returning Officer under his seal and signature and copies thereof may be supplied on payment of a price fixed by the Vice-Chancellor.

5. Notifications :

The Returning Officer shall duly notify the Principals of affiliated Colleges fixing the dates for the following purposes:-

(i) Last date for filing nomination papers.
(ii) Date and time of scrutiny of nomination papers.
(iii) Last date and time of withdrawal of nominations which shall ordinarily be the 3rd day after the scrutiny of nomination papers.
(iv) Last date and time by which the postal ballot papers and the ballot boxes where polling is held in polling booths should reach the Returning Officer.
(v) Date and time of polling at the polling booths.
(vi) Date, time, and place for counting of votes.

6. Nomination :

(a) Any person whose name appears in the final Electoral Rolls of a constituency may be nominated as a candidate for election to that constituency, provided he is proposed by atleast one person and seconded by another who are the voters according to the final Electoral Rolls.

Contd/...

(b) The nomination paper in the prescribed form as in the Schedule - IV must be submitted to the Returning Officer as per date and time fixed under Rule 5(i) above.

(c) Any person whose name is enrolled in the final Electoral Roll of a constituency may subscribe as proposer or seconder in the nomination paper and nothing shall prevent any candidate from being nominated by more than one valid nomination paper.

7. Scrutiny :

(a) All nomination papers shall be scrutinised by the Returning Officer or other Officers authorised by him in this behalf on the date and hour fixed under Rule 5(ii).

(b) The candidates or their agents, not more than one agent for each candidate, duly authorised by the candidate in writing may attend the scrutiny of nomination papers. Facilities for examining the nomination papers shall be provided to the candidates or their agents.

(c) The Returning Officer shall examine the nomination paper and hears the objections, if any, in respect of any nomination paper, may reject the same on any of the following grounds :-

(i) that the nomination paper was not received within the date and time fixed;
(ii) that the name of the candidate or his proposer or seconder is not in the Electoral Roll;
(iii) that the name or/and signature of the candidate or of his proposer or seconder does not tally with the names entered in the Electoral Roll;
(iv) that the signature of the candidate or his proposer or seconder is not genuine.
Provided that in case of dispute an opportunity shall be given to the person or persons concerned to prove the genuineness of his/their signatures by a date to be filled by the Returning Officer which shall not be beyond the date of withdrawal.
(v) that there has been failure to comply with any of the provisions of these Rules; and
(vi) any other irregularity which in the opinion of the Returning Officer may vitiate the election.

(d) The Returning Officer, after scrutiny shall declare the valid nominations.

Contd/...

(e) If, after scrutiny of nomination papers, the number of candidates validly nominated is equal to or less than the number of vacancies to be filled, the candidates as nominated shall be declared duly elected.

(f) If the number of such candidates declared elected is less than the number of vacancies, the constituency shall be called upon to elect a person or persons as the case may be, to fill the remaining vacancies.

(g) If, after scrutiny, the number of candidates nominated is greater than the number of vacancies, a list of candidates whose nomination papers have been declared valid shall be published by affixing the same on the Notice Board in the office of the Returning Officer on the same day, and a copy of the same be forwarded to each of the candidate nominated for election.

8. Withdrawal :

(a) Any candidate may withdraw his candidature by notice in writing subscribed by him and send by registered post so as to reach the Returning Officer or delivered to the Returning Officer or other person authorised by him not later than Four O'clock in the afternoon of the day fixed for withdrawal, which shall be five clear days after the last day of receipt of nominations. A candidate who has withdrawn his candidature shall not be allowed to cancel the withdrawal or to be nominated as a candidate for the same election.

(b) The Returning Officer or any other person authorised by him shall publish on the same day, after the time for withdrawal of nomination has lapsed, a final list of candidates validly nominated.

(c) If the number of candidates after withdrawal, if any, be equal to the number of vacancies the Returning Officer shall declare such candidate or candidates duly elected.

(d) If the number of candidates exceeds the number of vacancies to be filled, the Returning Officer shall publish a list of names and addresses of the candidates whose nominations were found valid and poll shall be taken.

Contd/...

9. Emergency Provision :

It shall be competent for the Vice-Chancellor, when any emergency arises (1) to assume the powers of the Returning Officer and function as such either by himself or by deputing any other person when in the course of the conduct of any election, the Returning Officer cannot carry out his duties, and (2) to postpone the date or dates fixed in the programme for transaction of business connected with the elections at any intermediate stage. The Vice-Chancellor shall record his reasons for such acting.

10. Death of candidate before commencement of the Poll :

If a contesting candidate dies and a report of his death is received before the commencement of the poll, the Returning Officer shall upon being satisfied of the fact of the death of the candidate, countermand the poll and report the fact to the Vice-Chancellor and all proceedings with reference to the election shall be commenced anew in all respects as if for a new election, provided that no further nomination shall be necessary in case of a person who was a contesting candidate at the time of countermanding the poll. Provided further that a person who has given a notice of withdrawal of his candidature before the countermanding of the poll, shall also be eligible as a candidate for the election after such countermanding.

11. When a poll is taken as required under Clause 8(d) above, the Returning Officer shall appoint presiding and/or polling officer where necessary in order to conduct the poll.

12. Casting of Votes :

(a) In case of casting of votes at the polling booths, the Returning Officer shall send to each Presiding Officer, appointed by him, alongwith copies of the Electoral Rolls as many ballot papers as there are enrolled votes of the polling centre concerned so as to reach the Presiding Officer not less than three days ahead of the date fixed for the poll.

Contd/...

(b) In case of ballot vote to be cast by the teacher of colleges, the Returning Officer shall send by registered post or by messenger the ballot papers for the voters of the colleges to the respective Principals of the colleges alongwith instructions as to the mode of casting vote, (Schedule - II) to reach them atleast 15 days before the date fixed for the receipt of ballot papers by the Returning Officer and the Principals on receipt of the ballot papers shall deliver the same to the respective voters on proper verification and under signed receipt. After delivery of the ballot papers, the Principal shall send by registered post or by messenger the said receipts alongwith his report to the Returning Officer and also the ballot papers which could not be delivered with reasons thereof.

13. Counting :

(a) The Registrar shall conduct the counting on the date, time and place fixed for this purpose.

Provided that if any ballot box from a polling centre is not received by the Returning Officer within the date and time fixed for the purpose, counting of votes shall be kept in abeyance for a period not exceeding 7 days and if it is deem necessary, a fresh poll may be held in such polling centre or centres and the Returning Officer shall fix the date and time for fresh poll and for such other purposes.

(b) The procedure prescribed in the following rules shall be adopted in the election in accordance with the system of proportional representation by means of single transferable vote.

(c) All voters shall be entitled to vote and each voter shall have only one vote.

(d) The Returning Officer shall have the power to reject any ballot paper :-

(i) which does not bear Principal's signature; or
(ii) on which a voter signs his name or writes any word, or makes any mark by which it becomes unrecognisable; or
(iii) on which the figure 1 is not marked; or
(iv) on which the figure 1 is set opposite the names of more than one candidate; or
(v) on which the figure 1 and some other figures are set opposite the name of the same candidate; or
(vi) which is void because of uncertainty.

Contd/....

(e) On every ballot paper so rejected, the Returning Officer shall endorse the word 'invalid' and such papers shall be kept in a separate bundle.

(f) The ballot paper covers, other than those rejected under sub-clause(d) above, shall then be opened and the ballot papers taken out and mixed together in the presence of the Returning Officer. The Returning Officer shall then proceed to count the votes.

14. Admission to the placed fixed for counting :

The Returning Officer shall exclude from the place fixed for counting of votes all persons except :-

(a) Such persons as may be engaged to help him in the counting of votes.

(b) Candidates and their counting agents, one agent being allowed for each candidate at a time.

15. Counting Procedure :

(1) The following counting procedure shall be followed :

(a) All fractions shall be disregard; and

(b) All preferences recorded for candidate already elected or excluded from the poll shall be ignored.

(2) After the invalid ballot papers, if any, have been rejected, the remaining ballot papers shall be divided into parcels according to the first preferences recorded for each candidate and the number of papers in each parcel noted.

(3) The number of papers in all the parcels shall then be added together and the total divided by a number exceeding by one the number of vacancies to be filled and the result increased by one shall be number sufficient to secure the return of a candidate hereinafter called the quota.

(4) Any candidate, in whose parcel the number of votes on the first preferences being counted is equal to or greater than the quota, shall be deemed elected.

(5) If at any time a number of candidates equal to the number of persons to be elected has obtained the quota, such candidates shall be treated as elected and no further steps shall be taken thereafter.

Contd/...

(6) (a) If the number of papers in any such parcel is equal to the quotea, the papers shall be set aside as finally dealth with;

(b) If the number of papers in any such parcel is equal to the quota, the surplus shall be transferred to the continuing candidates indicated on the ballot papers as next in the order of the voter's preference in the manner prescribed below.

(c) If and wherever as a result of any operation prescribed by these rules a candidate has a surplus that surplus shall be transferred in accordance with provisions of this rule.

(d) If in ascertaining the number of papers to be transferred from a sub-parcel, fractional parts are found to exist and if owing to the existence of such fractional parts, the number of papers to be transferred is less than the surplus, as many of these fractional parts taken in the order of their magnitude, beginning with the largest as are necessary to make the total number of papers to be transferred equal to the surplus, shall be reckoned as the value of unity and the remaining fractional parts shall be ignored. If two or more fractional parts are of equal magnitude, that fractional parts shall be deemed to be the larger which arises from the larger sub-parcel, and if the sub-parcels in question are equal in quantum, preference shall be given to the candidatd who obtained the larger number of original votes.

(e) If more than one candidate has a surplus, the largest surplus shall be dealt with first and the others in order of magnitude; provided that every suplus arising on the first count of votes shall be dealt with before those arising on the second count and so on.

(f) When two or more surpluses are equal, the Returning Officer shall decide, as hereinafter provided in Clause 15(c) which shall be first dealt with.

(g) (i) If the surplus of any candidate to be transferred arises from original votes only, all the papers in the parcel belonging to the candidate whose surplus is to be transferred shall be examined and the unexhausted papers divided into sub-parcels according to the next preferences recorded thereon. A separate sub-parcel shall also be made of the exhausted papers.

...

Contd/...

(ii) The number of papers in each sub-parcel and the total of all the unexhausted papers shall then be ascertained.

(iii) If the total number of unexhausted paper is equal to or less than the surplus, all the sub-parcels shall be transferred to the continuing candidates.

(iv) If the total number of the unexhausted paper is greater than the surplus, these shall be transferred from each sub-parcel the number of papers which bears the same proportion to the number of papers in the sub-parcel as the surplus bears to the total number of unexhausted papers, in the order in which such papers have been transferred.

(h) If the surplus of any candidate to be transferred arises from the transferred as well as original votes, all the papers in the sub-parcel, last transferred to the candidates shall be re-examined and the unexhausted papers divided into sub-parcels according to the next preference recorded thereon. The sub-parcels shall be dealt with in the same manner as is provided in the case of sub-parcels referred to in Clause .g(i) above.

(i) The papers transferred to each candidate shall be added in the form of a sub-parcel to the papers already secured by such candidate.

(j) All papers in the parcel or sub-parcel of an elected candidate not transferred under this rule shall be set aside as finally dealt with.

(k) (i) If, after all the surplus has been transferred as hereinafter mentioned less than the number of candidates required has been elected, the candidate lowest on the poll shall be excluded from the poll and his unexhausted papers distributed among the continuing candidates according to the next preferences recorded thereon. Any exhausted papers shall be set aside as finally dealt with.

(ii) The papers containing original votes of an excluded candidate shall first be transferred.

(iii) The papers containing transferred votes of an excluded candidate shall then be transferred in the order of the transfer in which he obtained them.

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Contd/...

(iv) If the total of the votes of the two or more candidates lowest on the poll, together with any surplus votes not transferred is less than the votes credited may, in one operation be excluded from the poll and their votes transferred in accordance with the direction given in sub-rule(i) to (iii) above.

(l) The process directed by this rule shall be repeated on the successive exclusions of the candidate lowest on the poll until the last vacancy is filled either by the election of candidate with the quota or as hereinafter provided.

(m) If as a result of a transfer of papers under these rules the number of votes obtained by a candidate is equal to or greater than the quota, the transfer then proceeding shall be completed but no further papers shall be transferred to him.

(i) If after the completion of any transfer under these rules the number of votes of any candidate shall be equal to or ogreater than the quota, he shall be declared elected.

(ii) If the number of votes of any such candidate shall be equal to the quota, the whole of the papers on which such votes are recorded shall be set aside as finally dealt with.

(iii) If the number of votes of any such candidate shall be greater than the quota, his surplus shall thereupon be distributed in the manner herein before provided, before the exclusion of any other candidate.

(n) (i) When the number of continuing candidate is reduced to the number of vacancies remaining unfilled, the continuing candidate shall be declared elected.

(ii) When only one vacancy remains unfilled and the number of votes of some are continuing candidate exceeds the total of all the votes of the other continuing candidates, together with any surplus not transferred, that candidate shall be deemed elected.

(iii) When only two vacancies remain unfilled and there are only two continuing candidates and these two candidates have each the same number of votes and no surplus remains capable of transfer, one candidate shall be excluded under next succeeding clause, and the other deemed elected.

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Contd/...

(o) If when there is more than one surplus to be distributed two or more surpluses are equal or if at any time it becomes necessary to exclude a candidate and two or more candidates have the same number of votes and are lowest on the poll, regard shall be had to the original votes of each candidate, and the candidates for whom lowest original votes are recorded shall have his surplus first distributed, or shall be first excluded as the case may be. If the number of their original votes is the same, the Returning Officer shall decide by lot which candidate shall have his surplus distributed or be excluded.

(p) Any candidate or his agent may, at any time, during the counting of the votes, either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise) demands on reasonable grounds the Returning Officer to re-examine and re-count the papers of all candidates or of any candidate (not being papers set aside at any previous transfer as finally delt with) and the Returning Officer deems it necessary, shall forthwith re-examine and re-count the same with the help of such persons as he may appoint. The Returning Officer may also at his discretion re-count votes either once or more than once in any case in which he is not satisfied as to the accuracy of any previous counting; provided that nothing herein shall make obligatory on the Returning Officer to re-count the same votes more than once.

16. In the matter of hearing of claims or objections in respect of inclusion or non-inclusion of a name in the Electoral Roll, scrutiny of nomination papers or counting of votes, no rejection shall be made on technical or trivial grounds.

17. On completion of counting, the Returning Officer shall declare the results which shall be displayed on the Notice Board and subsequently be published in a daily newspaper.

18. Election Petition :

No election can be questioned or challenged except by an election petition presented in accordance with the following provisions :

(a) An election petition must be filled within 21 days from the date of declaration of the results of the election.

(b) An election peition shall lie only when any irregularity has materially affected the result of the election.

...

Contd/...

(c) The Vice-Chancellor shall be the final authority to admit and dispose of an election petition whose decision shall be binding and final and cannot be questioned by any other proceeding.

(d) An election petitionshall be submitted to the Vice-Chancellor through the Returning Officer who shall then forward the election petition alongwith a brief report and all relevant papers to the Vice-Chancellor. The Vice-Chancellor may admit or reject the petition.

(e) The Returning Officer on admission of the petition shall supply copies of the same to be furnished by the person challenging the election to all the contesting candidates fixing the date for filling of written statements and documents, if any.

(f) The Vice-Chancellor may admit and dispose of a petition on perusal of the relevant papers or he may authorise any other person or persons for hearing the parties after admitting petition and the persons so authorised shall submit a report to the Vice-Chancellor for necessary order.

19. Preservation of ballot paper :

The ballot papers shall be preserved till the disposal of an election petition and if no election petition is received, the ballot papers shall be destroyed on the expiry of the period prescribed for filing of election petitions.

20. The North-Eastern Hill University Election Rules, 1978, are hereby repealed.

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JL/C/

SCHEDULE - I

NORTH-EASTERN HILL UNIVERSITY
SHILLONG-793001

C O P Y

No.M.1-34/Conf/83-519
Dated 27th May,1983

To

The Principal,

_____,

Subject: Electoral Roll of Teachers of affiliated Colleges for Election to the Academic Council under Provision of Clause(xii) of the Statute on the Constitution of the Academic Council.

Madam/Sir,

I am enclosing herewith a copy of the Statute on the Constitution of the Academic Council. In this connection, I want to draw your and your teachers' kind attention to the Procisions of Clause (xii) of the Statute. I am also enclosing two copies of the Electoral Rolls with a request that this may kindly be brought to the notice of the teachers of you College urgently.

As regards, the Election of teachers of affiliated Colleges to the Academic Council, the following time-table has been fixed for submission of objections in writing if any. Concerning inclusion /non-inclusion of names of teachers in the Electoral Roll.

1. Date of Publication of Electoral Roll: 27th May,1983.
2. Last date for submission, if any, in writing (between 10.30 a.m) 13th June,1983.
3. Date for hearing of objection at 11 a.m.; 17th June, 1983 in the office of the Registrar, NEHU, Shillong.
4. Date of final publication of Electoral Roll: 20th June,1983.

Further, it may kindly be brought to the notice of the teachers of your college that only the names of full-time teachers(Lecturer) who are in service as on 31st May, 1983 have been included in the Electoral Roll. Being in service on the 31st May, 1981 is the qualifying date for the purpose of the Election.

Kindly acknowledge receipt of the letter.

Yours faithfully,

(Mrs.M.R. Mawlong)
Registrar.

Enclo: a.a.

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5:1:2(16)

SCHEDULE - II

To

The Principal,

_____

_____

Sub:- List of contesting candidates, Presiding Officers and Polling Status for Election to the Academic Council under provision of Clause (xii) of the Statute on the Constitution of the Academic Council.

Sir/Madam,

I am enclosing herewith Notification on the above subject along with _____ instructions and Ballot Papers each for election of teachers to the Academic Council forfavour of delivering the same to the voter of your College atleast 5(five) days before the Poll as per enclosed instruction.

Further, you are request kindly to function as Presiding Officer of your centre and to receive the Ballot papers on _____ between 10 A.M. to 4. P.M.

Yours faithfully,

( )
Returning Officer

FOR ELECTION TO AUTHORITIES OR BODIES OF
THE UNIVERSITY FORM OF COVERING LETTER.

Sir/Madam,

I am sending herewith your ballot paper. Please record your vote according to instructions given below and see that the ballot paper bears no identifying mark which shall entail rejection of the ballot vote. After recording your vote, please place the ballot vote inside thesmaller envelope bearing the word "For ballot vote only" and close and seal it and then put ~~i~~this closed envelope within the bigger envelope addressed to the Registrar and hand over the same to the Principal of your College on _____ between _____ who would then send all theenvelopes containing ballot papers in a big envelope by Registered Post to the Registrar at his cost or hand over the same to the Registrar in person or by a messenger, so as to reach _____.

INSTRUCTIONS

1. The number of candidates for whom you may vote is _____.
2. (a) Your vote should be recorded by placing on your ballot paper the figure 1 in the space opposite the name of the candidate for whom you wish to vote in the first instance; and

   (b) You may, in addition, place on your ballot paper the figure 2 or the figures 2 and 3, or the figures 2,3 and 4 and so on in the space opposite the names of the other candidates in the order of your preference.

3. (a) In case of postal ballot you should place the ballot paper in a closed envelope and return the close envelope with a covering letter to the Registrar/ Officer-in-charge so as to reach him by the date and timefixed for the purpose. The covering letter will be in the following form.

To
The Registrar/Officer-in-Charge,
North.Eastern Hill University, Shillong.

Sir,

I enclose herewith a close envelope containing my ballot paper for the election to NEHU Academic Council under Section _____.

Address _____ Yours faithfully,

Contd/..

4. (a) Every ballot paper, before it is issued to an elector, the counterfoil attached there to shall be stamped on the back with the Principal's seal and every ballot paper, before it is issued, shall be signed in full on its back by the Principal.

(b) At the time of issuing a ballot paper to an elector, the Principal shall -

(i) record on its counterfoil the electoral roll number of the elector as entered in the marked copy of the electoral roll;

(ii) obtain the signature of that elector on the said counterfoil; and

(iii) mark the name of the elector in the marked copy of the electoral roll to indicate that a ballot paper has been issued by him, without however recording therein the Serial Number of the ballot paper issued to that elector.

Provided that no ballot paper shall be delivered to an elector unless he has put his signature on the counterfoil of that ballot paper.

(c) Before any ballot paper is delivered to an elector, the Serial Number of the ballot paper shall be effectively concealed by the issuing authorities (Principal).

(iii) Amendment of Clause 1(ii) of the Ordinance on the Doctor of Philosophy -

To encourage Research and Advanced Studies among the teachers of our Affiliated Colleges which is in consonant with the provision of Section 4 of the NEHU Act, 1973, it is considered necessary that no bar is to be given to our affiliated college teachers to register directly for the Ph.D. Programme. On that basis, it is proposed to amend Clause 1(ii) of the Ordinance on the Doctor of Philosophy (Ph.D) as under for the consideration of the Council.

Existing Clause	Proposed amendment	Clause after
1.(ii) recognised teachers of collges affiliated to this University, who have a minimum of three years of teaching experience;	Delete the words "Who have a minimum of three years of teaching experience;"	1.(ii) recognised teachers of colleges affiliated to this University.

(iv) (a) Regulations governing the recognition of the Research Laboratories as Centres to guide Ph.D. research under NEHU -

(b) Regulations governing direct Ph.D. registration for persons working in certain specialised fields -

The Academic Council at its meeting held on 26/27th November, 1982, vide Resolution No.AC:15:82:04(2) considered the draft "Regulations governing the recognition of the Research Laboratories as Centres to guide Ph.D. research under NEHU" with some modifications. Further, the Academic Council had authorised the Vice-Chancellor to appoint a Committee to look into the question of allowing persons working in certain fields like Public Administration, Banking, Education, registering themselves for PhD. in the relevant discipline in the University.

On receiving the report of the Committee as authorised, it is considered necessary that the suggestions given by the Committee be treated as separate Regulations under the heading "Regulations governing direct Ph.D. registration for persons working in certain specialised fields".

Under the circumstances the final shape of the "Regulations governing the recognition of Research Laboratories as Centres to guide Ph.D. research under NEHU" and the "Regulations governing direct Ph.D. registration for persons working in certain specialised fields", are placed at Annexures - V(A) and V(B), for consideration and approval of the Council

Annexure - V(A)

Draft Regulations governing the recognition of the Research Laboratories as Centres to guide Ph.D. research under NEHU

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1. (a) Recognition as a Centre for pursuing research leading to the Ph.D. Degree of this University may be granted on the basis of a written request by the Research Laboratory concerned and on the basis of a specific recommendation of a Regular Inspection Committee and acceptance by the Academic and Executive Councils of the University.

   (b) While granting such a recognition, the Academic Council, if it considers desirable, may refer the matter to the concerned School Board/Boards, for their considered opinion.

   (c) Where considered necessary, the Academic Council may assess the research facilities in a given field of study, before recognition is granted.

2. The recognition of a Scientist as a Ph.D. Supervisor would be made, taking into consideration the relevant Ordinances, on the basis of a written application through the Head of the Institution where he works, alongwith bio-data and other supporting documents. This application should be made to the Dean of the concerned School. The concerned School Board shall forward the recommended names to the Academic Council (through the concerned Board of Research Studies) for its approval.

3. The Supervisor shall forward the name of the canddidate who desires registration for Ph.D. to the Dean of the concerned School, alongwith the Research Synopsis. The School Board shall satisfy itself that necessary facilities are available for research on that particular topic, if necessary on the basis of a report by a Visiting Committee.

Contd/...

4. It shall be the responsibility of the concerned School Board to ensure that the candidate has fulfilled all the requirements as laid down in the Ph.D. Ordinances before the candidate is registered for Ph.D. and also at the time of submission.

5. For the purpose of Research persons working in Research Organisation can be functionally classified into two categories :-

(i) Employees engaged in active research; and
(ii) Supporting staff and administration.

The Employees engaged in active research need not be full time researchers under the University. In their case, the minimum period for submission of thesis should be three years after the date of their formal registration.

In case of other employees they should fulfil all requirements as laid down in Ph.D. Ordinance.

6. The registration for Ph.D. of persons working in Research Organisations should be under a Scholar working in the same Organisation provided he is recognised as a guide by the University. Those desirous of working under a member of the University faculty exclusively should be registered as full time scholars.

Annexure - V(B)

Draft Regulations governing direct Ph.D. registration for persons working in certain specialised fields

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The following categories of candidates may be permitted to register themselves for Ph.D. Degree at the University subject to the fulfilment of conditions specified in each category:

(a) Persons working in relevant research organisations at the National or State level and having a post-graduate or equivalent degree in that or related field in which he or she proposes to pursue research and possessing at least five years research experience in that or related field.

(b) Persons belong to the I.A.S., and such specialised services as the I.E.S., I.S.S., I.F.S., A.A.A.S., etc., and possessing at least a post-graduate degree in any discipline and having research experience in the field in which he or she proposes to pursue research for at least five years.

Further, candidates specified in (a) and (b) above, shall have to work in the University as full-time scholars for at least one year (to enable them to take advantage of Library and other research facilities provided by the University).

Item No. 5:2

SYLLABUS

(i) Recommendations of the Board of Under-Graduate Studies in Chemistry regarding changes in the +3 Course in Chemistry -

The Board of Under-Graduate Studies in Chemistry which met on 8th November, 1982, had recommended certain changes in the +3 course to be incorporated in the Physical Chemistry Sections of the syllabus.

The recommendations of the Board is placed at Annexure - V/ for consideration of the Council.

Annexure - VI

FIRST YEAR B.Sc. (CHEMISTRY)

First Paper : Physical Section

Units 1, 2, 3, 4 : No change.

Unit - 5

5. Thermodynamics and thermochemistry

(a) Thermodynamics and Thermochemistry -

Definition of work function, pressure, volume, enthalpy; first law of thermodynamics; heat capacities at constant pressure and constant volume

($c_p - C_v = nR$, derivation is required);

C_p/C_v = for monoatomic gases ;

Kirchhoff's equation (derivation is required); thermolynamic definition of an ideal gas; reversible and irreversible processes, adiabotic and isothermal processes.

(b) Thermochemistry -

No change.

SECOND YEAR B.SC. (CHEMISTRY)

Third Paper : Physical Section

Unit - 1

1. Macromolecules

Classification; determination of molecular weights of macromolecules using the methods of osmotic pressure, diffusion, sedimentation, ultracentrifuge and viscosity; Donnan membrane equilibrium; brief description of fibrous proteins (hair, wool, keratin).

Units - 2, 3, 4, 5 : No change.

Contd/...

THIRD YEAR B.SC.(CHEMISTRY)

Third Paper : Physical Chemistry.

Unit - 1

1. Kinetic Theory of Gases

No change

2. Thermodynamics -

Brief revision of first law of thermodynamics; second law of thermodynamics; Carnot cycle; efficiency of reversible heat engines; thermodynamic temperature scale; Joule-Thomson effect; Maxwell's relations; entropy; entropy changes for ideal gases and spontaneous processes; Gibbs and Holmboltz free energies; criteria for rquilibrium; Gibbs-Heluholtz equation; Clausius Clapeyron equation; Thouron's rule; chemical potential and its applications; van't Hoff isotherm and isochore; activity and activity coefficients; third law of thermodynamics and its application to the determination of entropy change.

Units - 2, 3, 4, 5 : No change.

(ii) Consideration of CommerceSyllabi on Non-Traditional Courses/Banking Diploma/ M.Com Courses -

The Syllabi on the following courses as submitted by the Head, Department of Commerce are placed at Annexures shown against each for consideration of the Council:

1. Non-Traditional Courses - Annexure - VII
2. Banking Diploma - Annexure - VIII
3. M.Com - Annexure - IX

Annexure - VII

NON-TRADITIONAL COURSE :: SYLLABUS

Accountancy (Arts) 100 Marks.

1. Theory and Practice of Single Entry and Double Entry system of Book- keeping and Accountancy.
2. Books of Accounts - Principal and Subsidiary. Bank Reconciliation Statement.
3. Provision for Depreciation, Bad and Doubtful Debts and for Discount on Debtors and Creditors.
4. Trial Balance - Errors and their rectification and preparation of Final Accounts.
5. Bill transactions - Average due date. Consignment and Joint Venture Accounts.
6. Receipts and payments account and Income and expenditure account.
7. Partnership Accounts - Profit and loss appropriation account, Capital accounts - Fixed and Fluctuatiny, Partner's drawing and current accounts, Admission of a new partner - Good will in partnership liabilities on admission of a new partner (Simple problems only.)
8. Company Accounts - Statutory and Statistical Books, Issue of shares - Share application, Share allotment, Share call - Calls in arrear and calls in advance.

Books recommended :

1. J.R.Batliboi - Double Entry Book-Keeping.
2. T.S.Garewal - Double Entry Book-Keeping.

NON-TRADITIONAL COURSE :: SYLLABUS

OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (ARTS) 100 marks.

1. Modern Office and its functions.
2. Planning, organising, staffing, motivation, coordination, controlling aspect of office management.
3. Office Manager's duties and responsibilities.
4. Organisation charts and manuals.
5. Selection of office appliance.

   Duplicating Machines, Photocopying Machines, Accounting and Tabulating Machines, Addressing and Mailing Machines.
6. Modern Filing Methods.

   Centralised VS. Decentralised filing.

   Types of Indexing.

   Office Records Management.
7. Office correspondence, Mail service, and Internal communication.
8. Role of Company Secretary under Companies' Act.
9. Duties concerned with incorporation, issue of securities.
10. /to Meetings, Resolutions, Voting, Proxy, Despatch of documents /Shareholders and to Directors of Company.
11. Preparation of Annual Reports, Dividend Warrants, etc.

Books :-

1.	Bahl	Secretarial Practice in India.
2.	R.K.Chopra	Office Organisation & Management.
3.	S.A.Shekhar	Secretariat Practice.
4.	M.C.Sukla S.S.Gulshan	Secretarial Practice and Office Management.

Annexure - VIII

BANKING DIPLOMA : SYLLABUS

Organisation and Management of Banks

Paper - I 100 marks.

1. Principles of Banking - Safety Reserve Principle, Collection and Distribution of money, Security and safety, Profit and Risk involvement, Functional classification of Bank borrowing and lending functions, Development functions, Financial intermediaries - Their role in Banking set-up.

2. General descriptive knowledge of the structures and organisation of Banking system in India. The Reserve Bank Family, Scheduled and non-scheduled Banks, Position of commercial, Rural and Cooperative Banks in banking structure; Organisationand functions set-up of R.B.I. Commercial Banks, Regional Rural Banks and Cooperative Banks. The concept of development banking. Functions and organisation of development banks like IFCI, IDBI, ARDC, ICICI, IRCI, SBC, Indian Money Market un-organised and organised.

3. Meaning and definition of Management: Principles of Management, Management functions - Principle of organisation, managerial functions in Bank dndifferent hierarchy level, individual and group behaviour in banks outer and inter bank communication.

4. Advance - organisation and practice of over drafts, cash credit and loan departments-principles of sound lending policy - Forms of advances - Clean advance, technique of control and supervision of hypothecation accounts pledge amounts. Valuation of securities, security of advances, proposals - preparation of credit reports and credit proposals - relation between worth and limit. Turn over - renewal of proposals and documents _ Inspection of godowns - and insurance companies and approved list - Fixation of margines - method of quoting interest rates - Minimum interest clause - realisation of securities in the event of default.

5. Investment : Theofetical governing bank investment - concept or liquidit - mixed banking maturity distribution of securities - secret reserve rates regarding encashments, endorsement and renewal of Government securities and control on investment.

Contd/...

6. Branch control of management: Finance and problems connected with opening and development of new branches. Branch banking vs. Unit banking issuing of circular and hand instructions to branches agents, managers and their discretionary internal auditors and Branch Inspectors - Performance of Branch Inspection-formation-Local advsitory Committee and system of quarantee bankers control on advances by requiring prior H.O. sanction of limits - calling and scrutinising of statement regarding advances - Liquid assets and average rates and assets and liabilities, etc. Management and control of Branch funds.

7. Management of Human Resources. Personnel Management - development and training, measurement studies, organisation behaviour and employer - employees relations, personnel administration in banks, Determining staffing requirements - Measuring span of management, job evaluation- job description, job instructions, job manual and training.

8. Function and rob of L.B.A.

BOOKS RECOMMENDED :

1. Principles and Practices of Management - H. Koontz & C.Odonnel.
2. Management Responsibility and Practice - P.F.Drucker
3. Human Organisation - R. Likert.
4. Personal Management and Industrial Relations - D.Yoder.
5. **Personnel Management in India - IIPM Publications.**
6. Management of Bank funds - R.I.Robinson.
7. New Horizon in Central Banking - S. Mittra.
8. Practical Banking - B.K.Choudhury.
9. Economics of Money and Banking - L.V.Chandler.
10. Banking Law and Practice in India - M.L.Tannan.
11. Development Banking in India - R.S.Mathur.

U.G. Diploma (one year course)

(Diploma in Banking)

Paper - II

100 marks.

Practice and Law of Banking

1. The nature of Banking and functions of Banker.

2. The meaning of Banking and Mercantile Terms.

3. The Banker-customer relationship- General nature of the relationship Special features - Legal position of the parties in respect of different types of Bank accounts.

4. Precautions in opening and conducting various kinds of Bank accounts opening of new accounts by individuals, Joint account, Partnership and or proprietory firms, joint Hindu family firms, Limited companies. Trustees, executives and administrators. Uncorporated associations, liquidators and receivers, Bank, pass book, cheque book and paying in-slip book - Travellers' cheques, Letters of credit.

5. Negotiable instructions - cheques, bills of exchange and premissory notes - documents analogue to cheque and other negotiable instrument . parties to the negotiable instruments procedure in the case of dishonour-knowledge of the main provision of the Negotiable Instruments Act.

6. Regular and irregular endorsements-different kinds of crossings and their significance.

7. Payment and collection of cheques and bills, position of the paying banker-duties and responsibilities of the paying banker, Statutory protection provided to the paying banker under the law in India - Precautions to be taken while making collection of cheques and bills - Collecting bankers position - his duties and responsiblities - protection provided for collecting banker in India - Collection of bills of exchange. Discounting bills of exchange, safe deposit vaults.

8. Loans and advances - advances against securities guarantees and indemnities - advances against stocks and shares, negotiable instruments - hypothecasna pledge good documents of title to goods- general precautions to be taken by the banker.

9. Termination of banker - customer relationship - general utility services provided by the banker.

10. Practice and procedure relating to safe deposit vaults, advance on investment-sale and purchase of investment-dividend and interest collection . banker's opinions - standing instructions.

Contd/...

11. General descriptive knowledge of the structure and organisatiinn of the Indian Banking system and a broad idea of the organisation and function of the Reserve Bank.

12. Work connected with statements and returns to be submitted to theReserve Bank - Collection and tabulation of statistics relating to business of the Bank for guidance of policy decisions - Banking ComapniesAct, 1949.

Books Recommended :

1. Law and Practice of Banking - S.R.Davar, The Progressirve Corpn. Ltd.,Bombay.
2. Banking Law and Practice in India - M.L.Thannau, Thacker & Co., Ltd., Bombay.
3. The Negotiable Instruments Act - J.S.Khargamvala, M. Tripathi& Col., Ltd.Bombay.

References:

Reserve Bank of India - (Bulletin).

5:2:2(8)

Monetary Theory and Practice

Paper - III 100 Marks.

Money-Functions of Money- Role of Money in both socialistic and Capitalistic countries - The value of money - Quantity theory relationship between money and price level - Measurement of changes in the value of money - Index number - Theories of inflration and depression.

Banking : Functions of Commercial Bank - Multiple credit creation. The Centtal Bank - Functions of Central Bank with special reference to Credit control - Types of banking. Nationalisation of Commercial Banking. Theories of rate of interest.

The theory of income and employment - The classicial and the Keynesian approach - Consumption function and the Multiplier - Marginal Efficiency of capital - Investment - Function - Principles of Acceleration - Business cycle, Theories, Monetary policy and growth - Goals of monetary policy in a development economy - Relation between monetary anf fiscal policies debt - management.

Books recommended :

1. An outline of Monetary Economics - A.C.L.Dey
2. Monetary Theory and Fiscal Policy - Husen A.H.
3. Macro Economic Theory - Gardner Alkby.
4. Economics of J.M.Kyenes - Dudby Dilard.
5. Modern Banking - R.S.Sayers.
6. Central Banking - Dekick.
7. Central Banking under Developed Money Market -S.N.Sen.
8. Recent Trends in Banking inIndia -S.K.Basu
9. Financial Intermediaries inIndia - S.M.Joshi.
10. Money, Debt and Economic Activity - Hart.

5:2:2(9)

Law of Commercial and Cooperative Banking in India

Paper- IV 100 marks.

(This paper will be specially taught with detailed reference to case Law).

Banker - What constitute customer -Contractual relation of a banker andcustomer - Termination of such relationship - Current Deposit Accounts - Appropriation of payments - Documents analoguus to cheques - Money paid mistakes - Pass Book - Mortgages of property and land - Relationof securities - Definition of terms banker and banking. Pledge Hypothecation, Mortgage changes and lieu procedure for obtaining and executions of decrees - Bankers' Evidence Act - 1981 Banking Companies Act, 1949 -Banks officials and servants.

Co-operativeBanking :

Rural Credit and Co-operation:

Need for Agricultural credit, Role of Co-operatives, Classification of Credit.

Growth of Co-operative Movement in India.

Co-operative Banking Structure:

Agricultural Credit Societies , Classification and their coverage.

Central Co-operative Banks.

Apex Co-operative Banks:

Land Development Banks:

Annexure - IX

M. COMM COURSE STRUCTURE AS RECOMMENDED BY MEETING OF BOARD OF POSTGRADUATE STUDIES IN COMMERCE HELD ON 29TH NOVEMBER.1982. DETAILED SYLLABUS OF 2ND,3RD AND 4TH SEMESTER.

SEMESTER I

C 101 Business Economics

C 102 Government and Business

C 103 Statistical Analysis

C 104 Cost Accounting & Control

SEMESTER II

C 201 Indian Financial System

C 202 Organisational Management

C 203 Management Accounting

C 204 Small Scale Industries and Cooperatives Management.

SEMESTER III

C 301 Business Finance

The Students in the third semester will opt for any one of the following specialisation groups.

Group "A" Finance.

C 311 Financial Markets and Institutions

C 312 Business Forecasting

C 313 Cooperate Financial Planning.

Group "B" Marketing

C 321 Principles on Practice of Marketing

C 322 Sales Management

C 323 Market Research

Group "C" Human Resource Management

C 331 Personal Management

C 332 Industrial Relations

C 333 Labour Legislations & Welfare.

conted....2/-

Group "D" Trade

C 341 International Trade and Monetary System

C 342 Foreign Trade Policy and Control

C 343 Export Marketing.

SEMESTER IV

C 401 Direct Tax Laws and Accounts

The students in the 4th Semester will opt for any one of the followng specialisation groups:

Group "E" Accounting & Auditing

C 411 Higher Company Accounts

C 412 Management and Internal Audit

C 413 Financial Reporting and Control.

Group "F" Public Enterprises in India

C 421 Economics of Public Enterprises

C 422 Organisation Structure of Public Enterprises with special reference to India

C 423 Public Enterprise Management

Group "G" Insurance

C 431 Quantitative Techniques in Business Decisions.

C 432 Operations Research & Project Management

C 433 Research Methodology in Business.

Group "H" Insurance

C 441 Principles of Insurance

C 442 Acturial Science

C 443 Life Ihsurance and General Insurance.

contd....3/-

M. COM SECOND SEMESTER

C 201 INDIAN FINANCIAL SYSTEM

1. Indian Financial System and India's Economic Development.
2. The Institutional Structure of the Indian Financeial System.
3. Industrial Finance and Growth of Investment companies in India.
4. Development Banking in India for Industrial Financing.
5. Industrial Securities Market.
6. Agricultural Financing System - AFC, NABRD, Role of RBI, SBI and Commercial Banks in Agricultural Financing, Agricultural Credit copperatives.

BOOKS RECOMENDED:

1. M.Y. Khan : Indian Financial System (VIKAS PUBLISHING HOUSE, Pvt.Ltd.)
2. S.L.N. Simha : Development Banking in India.
3. V. Dagli (Editor) : Financial Institutions. (Commerce Publications , Bombay).
4. Annual Reports of IFC, IDBI Unit Trust , LIC.
5. L.C. Gupta : Readings in Industrial Finance.

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M. COM SECOND SEMESTER.

C 202 ORGANISATIONAL MANAGEMENT.

The object of this course is to impact to the students to improve the understanding of human underaction among people in the organisation with a wiew to increasing awareness, preparation and understanding of one's own and other's point of view and behaviour.

1. Introduction: A general understanding about the concepts of behavioural Sciences and organisational Behaviour; nature of organisational goals, types of organisations operational, functional formal informal organisational problems-planning and designing organisation structure, deligation, decentralisation, time and staff relationship structure role of behavioural factors in managerial problems.

25% of time

2. Group ; Definition and characteristics of group; small group working group behaviour , inter-group behaviour: formal and informal groups; systems approach.

12 % of time

3. Need : Nature of needs; the hicrarachical character of needs; Development of needs.

8% of time

4. Leadership: Definition of leadership; Theories of leadership; Types of leadership; qualities of a successful leader.

15% of time

5. Motivation : Conceptual framework of motivation; need and significance of motivation in organisation, theories of motivation elements of a sound motivational system.

15% of time

6. Communications: Concept and significance of communication; process of communication; media and techniques of communication; Barriesto Communication and Remedies thereof.

10% of time

7. Organisational-Development: Meaning and characteristics of organisational Development; conditions and techniques of a

Contd...2/-

successful organisational Development; Obsta-

15% of time. cles to organisational development.

RECOMMENDED READINGS:

1. Harsey and Shanchand Har : The Management of Organisational Behaviour.

2. Fulmen, Ronarc M : Practical Human Relations.

3. Amital Etzoni : Modern Organistion.

4. Alberts : Principles of Management

5. Albad Ahmad : Organisation & Management

6. R. Carzo and J.N. Yanonzas: Formal Organisation -A System Approach.

7. W.G. Scott : Organisation theory: A Behaviour Analysis for Management.

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M. COM SECOND SEMESTER

C. 203 MANAGEMENT ACCOUNTING

1. Definitional and Concepts of Management Accounting, object of Management. Accounting Role of Management Accounting-Economic Development, Controllership function, Management versus Financial Accounting, Accounting plan/Meaning and study in the context of organisational structure classification of Accounts, Responsibility centres-cost centres, profit centres and Investment centre.
2. Budgeting- Budget and Budgetary control, Relationship of Budgeting with basis function of amnagement essentials for effective Budgeting, classification Budgets and their preparative Flexible Budgeting.
3. Reporting to management need for reports, Essential of a good report and classification, principles of report preparation.
4. Measurement of Income:-
   (a) Depreciation policy
   (b) Price level changes.
   (c) Inventory valuation.
5. (a) Funds flow Analysis.
   (b) Cash Flow Analysis.
   (c)
6. Study of Various Management accounting ratios and their role in Analysis.

BOOK RECOMMENDED :-

Anthony R.N.	: Management Accounting Principles.
Banerjee S.	: Management Accountancy.
Babhy J.	: Management Accounting.
Depaula E.C.	: Management Accounting in Practice.
Gupta R.L.	: Outline of Management Accountancy.
Satkar N.	: Management Accountancy.
Horpar	: Management Accountancy
Kohler N.L.	: Accounting for Management.
Wheeler	: Management Accounting.

5:2:2(16)

M. COM SECOND SEMESTER

C 204 MANAGEMENT OF SMALL BUSINESS

&

MANAGEMENT OF COOPERATIVES.

1. Place of Small Scale Industries in Indian Economy.
2. Steps involved in setting up of small Scale Industries.
   (a) Market Survey.
   (b) Location of Plant
   (c) Plan lay out
   (d) Choosing Legal Form
   (e) Bank Credit.
   (f) Assistances from Industries Directorate and SISI.
3. Problems of Small Scale Industries in Under with a special references to North East India.
   (a) Organisational Problems.
   (b) Financial Problems and Technology
   (c) Raw Materials.
   (d) Locational Problems.
   (e) Transport Problems
   (f) Marketing Problems.
   (g) Management Problem.
4. Cooperative Vis-a-vis Small Scale Industries in Norht-East India.

BOOKS RECOMMENDED:-

1. Dan Steinhoff : Small Business Management Fundamentals. (Mc Graw-Hill Kogakusha Ltd) (International Students Edition.
2. R.A. Sharma : Enterpreneurial Change in Indian Industry (Sterling Publishers Pvt.Ltd. New Delhi-110029)
3. Vasant Desai ; Management of Small Industry. (Himalaya Publishing House, Bombay-400004.
4. G.S. Kamat : New Dimensions of Cooperative Management. (Himalaya Publishing House, Bombay-400004.

5:2:2(17)

M. COM THIRD SEMESTER

C. 301 BUSINESS FINANCE

1. Finance function. Goals of Financial Management.
2. Financial forecasting.
   Pre-forma financial statement. Cash Budget.
   Reconcilliation of financial Statement and Cash Budget.
3. Management Cash Position, Controlling How of Cash. Cash Management Models.
4. Management of Working Capital. Planning working Capital.
   Financing working Capital.
   Management of Accounts Receivables.
   Cost Benefit Analysis of Cash Discount.
   Planning Investment in Receivables.
   Cost Benefit Analysis of Collection Programmes.
5. Financial Management of Inventory.
   Investment in finished Goods Inventory.
   Valuation of Inventory. Inventory Control Systems.
6. Bank financing of working Capital Needs.
   Credit Authorisation Scheme . Finding of Dahejia Committee.
   Bill Markets. Enlarging use of Bill Market. Institutional set up.
7. Terms Loans, Operations, Methods and Appraisal.
8. Capital Budgeting . Different tools and techniques and methods
   Capital Budgeting Decisions in Indian Companies, methods. Ca
9. Cost of Capital, Cost of Wuality Capital, Retanred Earnings, Newly Issued Ordinary Shares or external equity; composity cost of Capital Modigliani - Miller Approach.
10. Planning Capital Structure, EBIT - Rps. Analysis . Analysis of riskes of Debt Financing. Loverage . Limitations of Debt capacity. Divident considerations.
11. Management of Income - Divident policy-Stock Dividents and their Purpose.

BOOKS

1. J.C. Kuchhal - Financial Management (Chairany Publishing House, Allahabad).
2. Person Hunt - Basic Business Finance (Richard D. Irwin)
3. H.G. Guthman and H.E. Dougall - Corporate Financial Policy (Prentice Hall).

5:2:2(18)

M. COM III SEMESTER

C 311 Financial Markets and Institutions.

1. Function and Structure of Money and Capital Markets in India.
2. Capital marketing organisation in Under-General Structure and Problems.
3. Central Banking controls of Money and Caf. markets in India.
4. Commercial Banking Structure in India. Role of Public Sector Banking.
5. Non-Bank financial intermediarion: Portfolio polices and Practice of Insurance Companies. Investment trusts. Provident and Pension Funds.
6. Stock exchange organisation and trading. How issue market Foreign Market and international Capital movements.

RECOMMENDED BOOKS

O.E.E.C. : The supply of Capital Funds for Industrial Development in Europe.

The future organisation of Banking (Lectures delivered at the eleventh International Banking Summer School)

Report of the Committee on Finance for the Private Sector (Short of Committee)

George Rosen: Some aspects of Industrial Finance in India.

U.K. Report of the Committee on the Working of the Monetary System . (Redcliffe Committee).

L.C. Gupta: The Changing Structure of Industrial Finance in India.

5:2:2(19)

M. COM III SEMESTER

C 312 BUSINESS FORECASTING.

1. Nature and Purpose of Business Forecasting vis-a-vis economic forecasting strategic importance of forecasting in decision making process.

2. General Techniques and theories of Business Forecasting and their applications.

3. Size and profit forecasts Analysis.
   (a) Analysis of Industrial factors affecting sales and profits, Utility of provident, Cost of Production and distribution.
   (b) Analysis of External factors-composition, Natural economy and economic Organisation.

4. Forecasting for the various ways of product life cycle.

5:2:2(20)

M. COM III SEMESTER

C 313 CORPORATE FINANCIAL PLANNING.

Analytical Approach to Financial Planning-Techniques of goal programming audits application to profit planning and financial budgeting.

Optional Investment Decision Theory: Concept of optional Investment Decision, Choice of techniques , effects of financing opportunities on project selection. Capital rationing problems in the estimating of the cost of Capital, cost of capital consideration in public sector investment decising, other special problems in allocating funds in public sector.

Financing Decision: Problems of Optional Capital structure lessing VS. borrowing, debt management-banking and manager's view points, Risk of cash Insolvency and financial leverage.

Current Assets Management: Statistical and Accounting techniques for considering managerial attitude towards risk, Analysis of the Commitment of funds to cash, receivavles and inventory. A Simulation approach to working Capital Management.

Management of Earnings: Divident policy, Retarntion policies of firms, valuation divident policy and valuation of shares. Problems of financial reorganisation.

5:2:2(21)

M. COM III SEMESTER

C 321 PRINCIPLES & PRACTICE OF MANAGEMENT

1. Nature and Scope of Marketing.

   The marketing concepts . Marketing Management and it Evolution; Relation of marketing with other functional areas.

2. Market Segmentation. Population, Distribution and Composition Consumer Income Distribution, Expenditure patterns, Cultural and Social Group, Influence on Buyer Behaviour. Importance and difficulty of Understanding Consumer Behaviour . Psychological Determination of Buyer Behaviour.

3. Classification of Production.

   Product Planning, Importance of Product planning Innovation.

   Development of New Product.

   Why new product fail or suceed.

   Product line polices and Strateg ies.

4. Brands, Packaging, labeling, product Image Building..

5. Product pricing- Objectives, and price Determination.

   Price polices and strategies, Geographic price policies.

   Leader pricing unfair Practice. Price Lining, Old Pricing.

   Resale price Manitains.

6. Promotional Programme.

   Determination of Promotional Mix. Promotional Appropriation- Management of Advertising and Sales Promotion.

7. Channels of Distribution. Selecting Channels of Distribution. Determining Intensity of Distribution. Wholesale, Middlemen, Retail Marketing, Future in 'Retailing'.

8. Marketing Planning. Forecasting and Evaluation.

   Managing the Marketing Systems. Forecasting market, Demand, Evaluation, Mardeting Performance.

9. Agricultural and Industrial Marketing in India.

10. Consumerís Movements. Consumer Protection Legislation.

BOOKS.

1. William J. Station: Fundamental Marketing(MC. Graw-Hill - Kogkusha) International Students Edition.

2. Philip Kotler : Marketing Management (Prentice Hall India)

3. Still and Cundiff: Essential of Marketing(Prentice Hall India).

M. COM III SEMESTER

C 322 SALES MANAGEMENT

1. Organisation of S ale Management, interface with other Department.
2. Management of Personel Selling.
   Operation of sales force performance.
   Evaluation of Sales Force Performance.
3. Product knowledhe Sales Quotas. Sales Territories.
   Single and Multi-line produce Distribution, Dealer Network marketing services for sales Development organisation.
4. Sales presentation: Planning, Presentation, Sandling Objections and clossing sale. Improvement of sales effort, for consumer products, for Industrial products.
5. Trade Margins, Control and serving of Trade Channels, cooperative marketing Agricultural Imputs, Fertilisers etc, Market Development Strategies.
6. Preparation of sales budgets. Distribution Cost Analysis, profitability forecasts.
7. Consumer Analysis, and Research, Marketing information system.
8. Sales Organisation in India.

BOOKS:

1. Asply : Sales Management's Handbook.
2. Simmons : Successful Sales Management.
3. Davic and Maynard: Sales Management.
4. Neelasoghem : Marketing Management and the Indian Economy.
5. Station and Buskirk Management of Sales Force.

5:2:2(23)

M. COM III SEMESTER

323 MARKET RESEARCH.

1. Nature, Purpose and significance of Market research.
   Organisation of the market research Function.
2. Research design.
   Problem Delication.
   Use and Appraisal of Existing Information.
   Planning Research Strategy:- Financial Budgeting and Country of market Research.
3. Survey Design.
   Data Collection Methods, Personal interviews,
   Mail surveys, Telephone Surveys.
   Interviewers. Receiting Selecting, Training and Supervising.
   Planning field Operations, Coding, Consumer pannels.
4. Sample design .
   Basic concepts, probability sampling.
   Bayesian Framework for sample Design
5. Sales Analysis & Forecasting .
   Predicting Sales of a New Product.
   Design of Market operation and studies.
6. New product Market testing.
7. Measuring Advertising Effectiveness.
8. Relationship or market research Department with advertising Agencies.

BOOKS

1. Robert Farber : Handbook of marketing research(MC Graw Hill)
2. Erelyn Konnad(Edition): Marketing Research: A Management overview(E.B. Taraprovala Sons & Co.)
3. Sandage & Bryturger : Advertising Theory and practice(D.B. - Taraprovala) (Part two of the Text - Book)
4. Philip Kotler : Marketing Management (Chapter 23)(Prentice-Hall).

5:2:2(24)

M.COM III SEMESTER

C 331 PERSONNEL MANAGEMENT

1. The concept of personnel management: The basic nature managerial job and the need significance of the personnel function of managers. Meaning of the Term personnel management. Distribution between personnel management and o other related terms such as industrial relations, labour relations, manpower management. The nature, scope objectives and importance of the personnel management function.

2. Administrative and organisation for personnel management. Personnel management and function of line superior. Its needs and significance.
The staff aspects of personnel management, Need of a structure. Function and its place in the organisation internal arrangement of activities.
The problems of line and staff conflict in personnel natters and need for a balanced approach.

3. Personnel policy-making and manpower planning. Need and significance of personnel policies. Formulation and communication personnel policies. Methods of manpower planning.

4. Major functional areas of personnel management:-
   (a) Staffing : The concepts, objectives and significance of the staffing function, staffing policy.
   (b) Recruitment, selection procedure, techniques and the problem of production.
   (b) Placement and induction of employees: Activities involved and their needs, objectives and significance.
   (c) Training and manpower development. Need and importance of training and developing employees and managements responsibility in this respect.
   (d) Personnel appraisal : The need and use of performance appraisal. Appraisal responsibility. Personnel reting procedure techniques and reliability.

5. Wages and salary administration.

   Determination of wages and salary levels. Concept and techniques of job evaluation. Limitation of job evaluation frings benefits. The problem of control in wages and salary administration.

6. The nature of motivation. Theory and research on motivation The problem motivation and morale. Incentives (Financial and non-financial).

7. Communication : A general understanding the need and importance of communication with reference to rank and file. The problem involved there in the modes and channels of communication.

8. (a) Disciplines and grievances: Discipline and its maintenance. Employees grievances and their handling.
   (b) Labour turnover and absentees, its impact on productivity.

Contd/...

9. Evaluating the personnel function:

The need and objectives of evaluation. Internal as external audit. Syston wise audit; major areas. Depth in auditing tests of policy. The auditing process. Research and auditing.

5:2:2(26)

M.COM III SEMESTER

C 332 INDUSTRIAL RELATIONS

1. The concept of industrial relations, industrial relations system India and abroad, Government and industrial labour. A historical prospective of industrial relations policy of the Govt. of India, Industry.

2. Industrial relations, Legislations and its administration in India, Government and Tripartism.

3. Work-finee-index-size and composition. Trade union. Their origin, growth and philosiphy trade movement in industrials and its problems. I.L.O. trade unions and industrials in India industry.

4. Nature, forms cause and effects of industrial conflict, preventions and settlement of industrial conflict.

5. Employers organisations and their role in collective bargaining, collective bargaining and the role of trade union (industrial harmony and its essential ingredients.

5. Sources, evolution and objectives of labour policy of India ann appraisal of labour policy in India.

6. I.L.O. historical background, conditions, purposes organ Indian relationship with I.L.O.

7. Workers participationin management-various forms.

Books recommended:-

Government of India	: National Commission of labour.
S.N.Merotra	: Labour problems in India
L. Prasad.	: Personnel management and Industrial relations in public sector
C.A.Mayees	: Industrial relations in India.
S.Punekar	: Industrial peace in India
R.D.Agarwal	: Dynamical of labour relations.
C.K.Johei (ed)	: Issues in Indian labour policy
Davar	: Personnel management and industrial relations.

5:2:2(27)

M. COM III SEMESTER

C 333 LABOUR WELFARE AND LEGISLATION

1. Basis of Labour Legislation in India and trends in their growth.
2. A study of the following legislations with up-to-date Amendments.

(1) Factories Act, 1948
(2) Payment of wages Act, 1936
(3) Minimum wages Act, 1948
(4) Employees State Insurance Scheme, 1948
(5) Workments compensation Act, 1923
(6) Mines Act, 1951
(7) Plantation Labour Act, 1951.
(8) Maternity Act (State and Central)
(9) Payment of Bonus Act.
(10) Mines and Plantation Welfare Acts.
(11) Transport Workers' Act-
(12) Industrial Disputes Act, 1947
(13) Employees Provident Fund Act(Mines, Relations)
(14) Trade Union Act, 1926.

BOOKS RECOMMENDED:

N.D. Kapoor ; Industrial Law.

P.L. Melliar : Industrial Law:

N.K. Varkey : A Hand Book of Labour Legislation in India.

K.N. Vaid : State , Labour and Industry.

M.COM IV SEMESTER
C 401 Direct Tax Law and Accounting.

Income Tax- Constituant Provisions empowering levy and division of Income-Tax between the centre and the State and the History of Income-Tax Law in India.

A desolved study of Indian Income Tax 1961, and rules with reference to :

a) Basis of change and assessment of individuals, H.U.F. Firms. Companees cooperative Representative assessee and non-residence under different head of Income.

b) Rebates and relief.

c) Cinfusatter of Capital gaine tax,

d) Taxation of source - advance payment of tax.

e) Rectification of mistakes - After and reviews,

f) Offence and Proceecution and penalities.

g) Refund.

h) Income Tax authorities and Miscellaneous Provisions.

2. The Wealth Tax Act, 1957.
3. The Estate Duty Act, 1953.
4. The Gift Tax Act, 1958.
5. The Sales Tax Acts in Meghalaya, Nagaland and Mizoram.

BOOKS RECOMMENDED (Marked as the Gauhati, Delhi University)

Sales Tax Acts of Meghalaya, Nagaland and Mizoram.
Scraf B.P. Mannuel of Sales Tax in Meghalaya.

M.COM IV SEMESTER

C 421 ECONOMIC OF PUBLIC ENTERPRISES

1. Rationate of Public Sector and Public Enterprises.
   Concepts of Public Sector and Private Sector . Nationalisation. Public Enterprises. Joint Sector. Ratinate of Public Sector.

2. Mixed Economy.
   Approach to Economic Development. State Interventation in Economic Activities.

3. Special Problem of Public Enterprises in India.
   Location, financing, Industrial Relations, Centralised Planning and Control Problems in organising.

4. Public Accountability and Control.
   Parliamentary and State Legislations Jurisdiction and Control. Departmental Control. Committee of Public Undertakings. Bureau of Public Undertakings. Special Audit Boards. Statutory Audit.

5. Planning Programmes of Action in Public Enterprises.
   b Fixation of Physical Targets. Capacity Utilisation. Quality control, Diversification problems. Planning for growth. Foreign Collaboration. Productivity.

6. Financial Structure. Posibility Reports. P.I.B. Scrutiny Project Planning. Working Capital Management. Inventory Management Cost Control.

BOOKS:

1. P.K. Gosh : Public Enterprises in India. (Book World, Calcutta).
2. M.L. Trivedi : Government and Business (Multi-Tech Publishing Bombay).
3. V. Dagli : The Public Sector in India A Survey (Commerce Publication Bombay).
4. Laxmi Narain : Principles and Practice of Public Enterprises Management. (S. Chand & Co. New Delhi).

5:2:2(30)

M. COM IV SEMESTER

C 422 ORGANISATION AND STRUCTURE OF PUBLIC ENTERPRISES

1. Determination of organisation structure of public enterprises.

2. Forms of organisation of public enterprises in India and abroad -

   a) Company (b)Statity corporation (c) Department types d)Control boards (e) Post-trust authorities (g) Commissions and (h) other types.

3. Problems in organising a public enterprises - problems in developing asound prganisation structure - problems of clearly defining responsibility, authority and accountability.

4. Proglems of governing and board and problems of public accountability.

Books:-

1. V. V. Ramnathan : Structure of public enterprises in India

2. S.S.Khera : Govermment and Business

3. Laxmi Narin : Public enterprisesin India

4. R.C.Aggarwal : State enterprises in India.

5:2:2(31)

M.COM IV SEMESTER

C 423 PUBLIC ENTERPRISES MANAGEMENT

1. Perspective of top management - evaluation of leadership in public enterprises in India.

2. Social responsibilities of public, enterprises management:-

   a) Towards owners. (b) toward creditors.
   c) Towards suppliers (d) Towards labour.
   e) Towards Governments (f) Towards concumers and
   g) Community in general.

3. Problems of crises administtation and control in public enterprises in India.

4. Problems of production, control and management in public enterprise in India.

5. Problems of financial management in public enterprise in India.

6. Problems of personnel management in Public enterprise inIndia.

Books:-

A.H.Hansan	Managerial problems in public enterprises.
A.H.Hansan	Public enterprises - a study of organisation management in various countries.
Ramnathan	Control of public enterprises.
S.S.Khera	Administration of state public enterprises in India.

M.COM IV SEMESTER

C 431 QUANTITATIVE TECHNIQUES AND BUSINESS DECISIONS

1. Basic sources of business information, processing and presentation of data.

2. Methods of conducting sample survey to study business problems.

3. Methods of analysing and projecting long term trend, cyclical and sessional components of business fluctuations.

4. Decisions making under uncertainty - decision making and its limitations.

5. Break-even analysis and decision making.

6.

7.

8. Inventory control - basic inventory decisions.

9. Linear programming.

10. Intere programming.

11. Business games and strategy elements.

5:2:2(33)

M.COM IV SEMESTER

C 432 OPERATIONS RESEARCH & PROJECT MANAGEMENT

1. Concept in operation research.

2. Operation economy and management process models and simulation in operation economy.

3. Models of production process - manufacturing progress model giving theory and waiting line models.

4. Systems analysis , definition of systems, classification of systems and sub-systems, systems theories.

5. Project planning - concepts and application of various techniques such as PERT and CPM to project planning.

6. Concept of floats, time seals and Matrix-equipments, resource allocation

M.COM IV SEMESTER

C 433 RESEARCH METHODOLOGY IN BUSINESS

1. Nature of special Sciences and research - Recent trends.
2. Theories and methods of social measurement.
3. Choosing problems for research in business administration.
4. Planning and organisation of research project.
5. Analysis of data collected and processed.
6. Preparation of research report.

5:2:2(35)

FINANCIAL REPORTING

1. Financial Reporting Practice in India.
   - Balance Sheet
   - Profit & Loss Accounts.
   - Directors' Report
   - Chairman's Speech
   - Auditor's Report.

   Contents Analysis and Interpretation.
2. Provisions of Companies Act relating Financial Reporting.
3. Stock Exchange Regulations on Financial Disclosure
4. Techniques to Enhance Usefulness of Financial Reporting
   - Narrative Statements
   - Statement of Source & application of Funds.
   - Comparative statement.
   - Statement of Cost Analysis.
5. Financial Reporting in Prospect
   - Post - Balance Sheet Information
   - Uniformity in Accounting Procesures
   - Fiscal and Economic Decisions
6. Information about subsidiaries, Holding Companies etc.
7. Interim Financial Reports
8. International accounting Standards on Financial Reporting.

BOOKS:

1. N.Das Gupta : Financial Reporting in India. (Sultan Chand & Sons, New Delhi - 110 002).
2. Baxter & Davidson : Studies in Accounting Theory.
3. T.H. Sanders : Company Annual Reports.
4. Harry G. Guthman : Analysis of Financial Statements.

HIGHER COMPANY ACCOUNTS

1. Basic Accounting concepts
2. The requirements of Indian Companies Act 1956 in regard to Accounts and Audit.
3. Directors report; Auditors Report.
   Design of Annual Report, present Trend in the presentation of published Accounts.
4. Managerial Remuneration; Disposal of Company profit, issues of bonus shares.
5. Amalgamation and Reconstruction of company :- advanced problems.
6. Accounts of Holding Company.
7. Valuation of Assets and Liabilities-valuation of goods will, valuation of shares; concept of present value.
8. Accounts of Investment Companies.
9. Mechanised Accounting :- Mechanical aids in Accounting: K D Principal units of computers and their uses.
10. Flow of working capital :- Fund Flow statement and cash flow statement.
11. Analysis & Interpretation of Financial statements-
    Comparative Statement, common size statements, trend percentages, Ratio Analysis, Analysis of changes in income, standards of comparison; limitation of comparison, interfirm comparison.
12. Price level adjustment to financial statement, General Price level adjustment: Replacement cost adjustment.
13. Human Resources Accounting:- Meaning, Needs and rational of Human Accounting a different methods of evaluation of Human resources accounting, possibility of incorporation of a values of Human resources in Final Accounts.
14. Contemporary Accounting Development:- Social Accounting, Accounting standards, international Accounting standards.

BOOKS RECOMMENDED.

1. Advanced Accounts:- Shukla and Grewal (S.Chand).
2. Advanced Accountancy : Vol-II,III & IV-R.L.Gupta & M.Radhaswamy (Sultan Chand).
3. Advanced Accountancy : H. Chakrabarty (Nababharat, Calcutta)
4. Management Accounting: Hingorani & Ramanathan (Sultan Chand)
5. Financial statements for analysis and interpretation : Keneddy and Mc. Mullen(Irwin)
6. Management Accounting : Principle and Texts Anthony (D.B.Taraporevala)

7. Financial statement analysis : Bernstein (Irwin).

8. Human resources accounting : N.D.Gupta (Sultan Shand & Sons)

9. An insight into auditing : Dr B.K.Basu (Book Syndicate, Calcutta).

10. International accounting Standards : N.Das Gupta(Sultan Chand and Sons).

11. Accounting standards issue by the Institute of Charactered Accountant of accounting standards.

As E-Disclosure accounting policies.

AS-II-Valuation of inventories.

AS-III-Changes in financial position.

12. Inflation Accounting : Davidson, Stockney & Well (McGraw Hill, New York).

13. Accounting in a changing environment:Glautier and underdown (Pitman).

14. Valuation of shares : R.L.Sidey (The Law Book Co., Australia).

15. Accounting for changing prices - Largay & Ling Stone (John Willey & Sons Inc.)

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Management and Internal Audit

1. Internal Audit - Growth, Foundation for sucessful Internal Auditing, Internal Audit, Management Audit, Operational Audit, Performance Audit, Human Asstt Audit.
2. Internal Check and Internal Control :- Concept, Purpose, Internal Check and Internal Auditor. Internal Control and Internal Auditor.
3. Audit Manual and Audit Project: Function of Audit Mannual, Audit Project-Planning, Controlling and reporting.
4. Performance of preliminary survey - purpose, sampling procedure, matter relating to management.
5. Field work :- Nature, procedure, selection, managements decisions.
6. Audit programme - procedure, uses of Budget for Research and Development in Audit Programme.
7. Computer in Internal Audit.
8. Statiscal sampling in Internal Audit.
9. Working papers, report, Review and Replys.
10. Organisation and management of Internal Audit Department.
11. Qualification & Function of Internal Auditors.
12. Professional Ethics and goals and conduct of Internal Auditor.

BOOKS RECOMMENDED:

1. Arora, R : Internal Auditing - Principles and Practice - International Law Book Centre, Calcutta.
2. Basu B.K. : An insight to Auditing - A multidimentional approach Book Syndicate Private Ltd. Calcutta.
3. Bigg and Davies : Internal Auditing - H.F.L. Publishers Ltd. London.
4. Walsh Jr. : Internal Auditing - Business Policy Study No. III National Industrial Conference Board. Inc. NewYork.
5. J.L.Brown & L.R. Howard : "Principles and Practice of Management Accountancy" Law priced Edition. The English Language Book Society, London.

AFFILIATIONS : Item No. 5:3

(i) AFFILIATION OF COMMERCE UPTO PRE-UNIVERSITY LEVEL IN TURA GOVERNMENT COLLEGE w.e.f. 1983-1984 SESSION.

1. Name of the College - Tura Government College

2. Nature of affiliation prayed for - Affiliation of P.U. Commerce upto Pre-University level with subjects -
(a) Business Method (b) Commercial Geography (c) Secretarial Practice & Publicity (d) Book-Keeping and Commercial Arithmetic.

3. Date of application - February 1982

4. Inspection Commission - One man Inspection Commission, Shri D.S. Rawat inspected the College on 21-6-1982.

5. Inspection Report (Points of recommendation)

Staff.

Since there is only one lecturer with M.Com Degree, appointment of one more commerce lecturer is a necessity. The existing lecturer in Geography can help in Commercial Geography. By 1984-85, the total number of lecturers in Commerce should be at least 3.

Library.

The College has 263 books on various subjects of Commerce plus 70 books in the Book Bank. The Principal has moved the government for additional fund to purchase more books & periodicals in this subject. The College has no qualified librarian and an LDA is looking after the library. The government has however sanctioned one post of Deputy Librarian.

Accomodation

The college is proposing to hold commerce classes in the B.Ed class rooms for the time being. Hence, it is recommended that the intake capacity in the P.U. class should not exceed 60.

Since there is a great demand both from the public and students for the introduction of commerce in the college, affiliation of commerce faculty w.e.f. 1983-84 session, may kindly be granted with the subject-(1) Business method, (2) Commercial Geography (3) Secretarial Practice (4) Salemanship and Publicity (5) Book-Keeping and (6) Commercial Arithmetic. The last two were already introduced in the P.U.(Arts).

The Inspection Report can be seen at Annexure - VII

The matter is placed before the Academic Council for its consideration.

Annexure - VII

INSPECTION REPORT IN RESPECT OF TURA GOVERNMENT COLLEGE FOR AFFILIATION OF COMMERCE FACULTY UP TO PRE-UNIVERSITY LEVEL.

I have visited Tura Govt. College on the 21st July, 1982 for inspection in connection with the affiliation of Commerce Faculty upto Pre-University level and had detailed discussion with the Principal of the College.

Tura Govt. College was established in September, 1958 as a private College and is located in the heart of the Tura town. It was affiliated to Gauhati University in the year 1963-64 upto Degree Arts Pass Course. With the establishment of N E H U. The College was provincialised in the year 1967 by then Govt. of Assam. With the creation of Meghalaya, the College came under the Education Department of the Govt. of Meghalaya.

Pre-University Science and Degree Science were introduced in 1970-71 and 1974-75 respectively. The present roll strength in all the shifts is about 1,000 students. It is a Co-educational institution with a large number of feeder high Schools in and around. It is the only College in the headquarter town of Tura.

The existing staff position is Lecturers - 47, Demonstrators - 5, and Deputy Librarian one besides the Principal.

On verification it has been found that there are 263 books on various subjects of Commerce in the library in addition to 70 books in the Book Bank. The Principal informed that the College has already approached the Govt. to sanction additional fund for purchase of books and periodicals in Commerce subjects.

It appeared that there is a great demand both from the public as well as from the Students for the introduction of Commerce faculty in Tura Govt. College and taking into consideration this demand two Commerce subjects namely Book-Keeping and Commercial Arithmetic were introduced in 1972-73 as one of the combination subjects of Pre-University Arts faculty with one Lecturer having Commerce degree to teach these subjects.

RECOMMENDATIONS: In view of the facts stated above, I would strongly recommend the affiliation of Commerce faculty upto Pre-University level in the Tura Govt. College with effect from the academic session 1983-84 with the following observations and conditions:

1. English, M.I.L./Alt, English, and Economics are common to both Pre-University Arts and Commerce and since the College has already introduced Book-Keeping and Commercial Arithmetic, the other subjects required to be introduced are (a) Business Method, (b) Commercial Geography (c) Secretarial Practice and (d) Salesmanship and Publicity. Moreover, it is also seen that the College has Geography as one of the subjects in the Pre-University level with one lecturer and one demonstrator.

2. Since there will be only 1st year Pre-University Commerce class during 1983-84, the existing lecturers in English, MIL/Alt. English, Economics can manage the Pre-University Commerce classes in these subjects as per the suitability and convinience to be decided by the Principal. Similarly, classes in Commercial Geography can be managed by the existing lecturer in Geography to start with.

3. As for other Commerce subjects namely, Book-Keeping, Commercial Arithmetic, Business Method, Secretarial Practice, and Salesmanship and Publicity, as stated earlier, there is only one lecturer with M.Com. degree, thus necessitating the appointment of one more lecturer with M.Com degree. In the next academic session 1984-85 there will be two Pre-University Commerce Classes (First year & Second year), the number of classes is likely to more, as such additional lecturer will be necessary.

4. The College authority should immediately take steps to appoint one lecturer with M.Com degree for the session 1983-84 and one additional lecturer with M.Com degree during the session 1984-85 thus bringing the total number of lecturers for Commerce faculty upto Pre-University level to 3 by 1984-85.

5. The College has no qualified librarian and one of the L.D.A. is looking after it. The stock of books in Commerce subjects is adequate. The College authorities should take steps to enrich its stock of books in Commerce subjects. A list of books recommended to be purchased by the College for Commerce faculty is enclosed at apendix "A".

6. Since the college authority is proposing to hold Pre-University Commerce classes in B.Ed class room for the time being., it is recommended that the intake capacity in Pre-University class be limited to 60. The Principal stated that since the College is having three shifts plus B.Ed Course, one of the biggest problems faced by him is the Supervision on the part of Single person.

Sd/-
(D.S.Rawat)
Principal
Shillong College

Books recommended for College Library for Commerce Faculty - Tura Govt. College.

1.	Business Methods and Machinery Vol I & II	Dr A.N.Agarwala.
2.	Outlines of Business Methods	N.C.Roy Choudhury.
3.	Business Organisation	M.C.Shukla.
4.	Business Organization	B.B.Ghose.
5.	Elements of Commerce	O.P.Gupta.
6.	Business Organization	R.B.Bose
7.	Business Organization	N.C.Roy Choudhury.
8.	Commercial Arithmetic	S.Sen Gupta
9.	Commercial Arithmetic	Mazumder & Mitra
10.	Commercial Arithmetic	Ganguli
11.	P.U.Mathematics for Commerce Students.	Kohli & Kapoor
12.	Accountancy	A.N.Agarwala.
13.	Advanced Accounts	Shukla & Grewal
14.	Advanced Accountancy	J.R.Batliboi
15.	Outline of Book-keeping	Batliboi
16.	Advanced Accountancy	Rupram Gupta
17.	Book-keeping and Accountancy (Part I & II)	Jainaryan Vaish
18.	Book-keeping and Accountancy	S.N.Moitra
19.	Advanced Accountancy	Gupta & Gupta
20.	Advanced Accounting Problems.	Rupram Gupta
21.	Commercial Geography	Das Gupta
22.	Commercial Geography	Basu & Chakraberty
23.	Economic Geography	B. Arunachalam
24.	Economic Geography	P.C.Chakraberty
25.	Economic and Com Geography	R.N.Dubey
26.	Secretarial Practice & Office Management	Shukla & Gulshan
27.	Secretarial Practice.	B.N.Tandon
28.	Secretarial Practice	J.C.Bahl
29.	Funadamentals of Secretarial Practice	N.C.Roy Choudhury
30.	Advertising and Publicity.	Peter Chanda
31.	Practical Salesmanship.	R.S.Davar
32.	Elements of Salesmanship and Publicity.	Pradhan, Mati & Jaketo.

Dated: Shillong,
20th May, 1983.

Sd/-
(D.S.Rawat)
Principal.
Shillong College

OPENING OF NEW DEPARTMENTS/COURSES/ETC:

Item No. 5:4

(i) Starting of B.Ed.(Sciences) Course in the University -

A proposal for opening of B.Ed(Science) Course in the University was received from Dr P.P.Gokulanathan, Head Department of Education which is re-produced below for consideration of the Academic Council.

"A Note regarding the opening of B.Ed(Science) in the North-Eastern Hill University.

The University has at present the one year B.Ed. Course conducted in a few affiliated colleges which admit eligible graduates from any discipline to undergo the programme consisting of a core theory part, a theory part on methodology of teaching two subjects chosen by the candidates, and a third part on practise of teaching the two chosen subjects. The programme is similar to the B.Ed. course offered in most Universities in the country.

The North-Eastern region (particularly the Hill Areas) has been and continues to be in short supply of local graduates with Science and Mathematics, and this has affected the development efforts made in the region in recent years. It is now identified by several experts bodies that the teaching of Science and Mathematics at the school level needs to be geared up in theregion. As a first step in this direction it would be desirable to tone up programmes of teacher education meant for existing and future Science and Mathematics teachings in schools. For various reasons, the candidates employed as Science teachers in Schools at present are by and large of average achievement. The new Science graduates with good records prefer to join courses, in Medicine, Engineering, Agriculture, Management Science, etc., leaving only ordinary Science grauduates to the teaching profession. As such, any improvement in teacher preparation programme meant for such graduates must recognise the need to incorporate a basic content course within the ambit of the teacher education programme along with courses in

Contd/..;

methodology of teaching. It is with such a need in view that a special B.Ed. programme meant for Science and Mathematics graduates is proposed to be started in the NEHU. On an experimental basis the programme may be started in one or two degree/B.Ed. colleges with qualified Science Lecturers and well equipped laboratories.

The proposed B.Ed.(Science) Course will consist of the following components :-

1. Core courses in teacher education programme.
2. Content courses in two Science subjects tailored to the requirements of higher secondary Science teachers.
3. Laboratory practical relevant for effective teaching of Science at school level.
4. Methodology of teaching including skills training suitable for teaching.

The details of the programme will have to be worked out by a team of experts representing the concerned Departments.

The objectives of the proposed course will be the following :-

a) To develop in the teachers an appreciation of the role that they have to play in Indian schools.

b) To help them to acquire mastery of subject matter to be taught.

c) To develop in them the skills needed to make teaching-learning of Science subjects efficient."

Item No. 5:5

EXAMINATION MATTERS

(i) Panel of Examiners of the Department of Chemistry -

The Panel of Examiners for examining the Ph.D. thesis of Mr. V.P.Shedbalkar of the Department of Chemistry is placed before the Academic Council for consideration and recommendation to the Executive Council.

The Panel will be tabled by the Chair.

(ii) To consider certain Items from the Minutes of the Board of Research Studies in Sciences -

The Board of Research Studies in Sciences in its meeting held on the 30th May, 1983, had considered and recommended for consideration of the Academic Council, the following matters :

(i) whether the synopsis, etc., be sent to the examiner while offering him the examinership; and

(ii) whether it is essential for M.Phil students to clear all the courses. The Ordinance on this subject was not clear.

In view of the observations made by the Board, the Academic Council may consider and made a decision.

(iii) M.Phil Viva Examination -

In view of the difficulty faced in organising the Viva Voce examination for the M.Phil due to the reluctance of the external examiners to come to Shillong, The Board of Post-Graduate Studies in History in its meeting held on 24 May, 1983, decided to recommend that the present practice of holding Viva-Voce examination (with one internal and one external examiner) be immediately discontinued and that 50% weightage be given to the dissertation (in lieu of 37½% for dissertation and 12½% for Viva Voce Examination) submitted by the candidate. The Department, shall, however, internally conduct the Viva Voce Examination before recommending the case for the award of the Degree.

The matter is placed before the Academic Council for consideration.

Item No. 6

ADMINISTRATIVE MATTERS :

(i) Panel of Experts for selection of teachers in Public Administration and Psychology Departments -

The panel of experts for selection of teachers in the Department of Public Administration and the Department of Psychology are placed before the Academic Council for consideration.

The Panel will be tabled by the Chair.

OTHERS;

Item No. 7

Proposal of the Department of Economics, NEHU to the State Bank of India for the institution of a Chair to study the problems of Rural Development :

The Department of Economics, NEHU, had submitted a proposal to the State Bank of India for the Institution of a Chair to study the problems of Rural Development in general and of a Rural Development of Hill Areas in particular. The proposal chair will, therefore, be a unit of study for Rural Development problems. While the financial aspects have to be work out, the Bank has, in principle, agreed to the above proposal.

While the Bank has no objection for the selection of the Professor to the proposed Chair according to the procedures of the University (the Bank wants to be advised about the name of the selected Professor and his Bio-data), they want a Steering Committee with the following membership to select the topic of research:

I. The Vice-Chancellor
II. Head of the Department of Economics
III. General Manager(Planning) of the State Bank of India
IV. An outside expert nominated by the Vice-Chancellor

The Vice-Chancellor had written to the Chief Regional Manager, State Bank of India, stating that he will place the matter before the appropriate authorities of the University.

The matter is, therefore, placed before the Academic Council for their consideration.