



पूवोत्तर पर्वतीय विश्वविद्यालय
फू प० दिवि० परिसर, शिलांग-७९३०२२ (मेघालय)

Phone :
Grams : NEHU

North-Eastern Hill University
NEHU Campus, Shillong - 793 022 (Meghalaya)

Dr. J.N.Nayak
Deputy Registrar
Conference

Tel. No.0364-2721053(O)
Fax No. 91-0364-2551634
E.mail:

No:F.EC:154-2/Conf/2013 - 3/0

Dated 18th March, 2013.

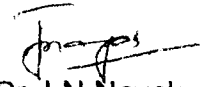
To
All member of the Executive Council
NEHU, Shillong.

Sub: Agenda Papers for the 154th meeting of the Executive Council.

Sir/Madam,

I am directed to forward herewith a copy of the Agenda papers for the 154th meeting of the Executive Council to be held on 28th March, 2013 at 10:00 A.M. in the Committee Room, Administrative Block, NEHU, Mawkynkroh, Shillong, for favour of your information.

Yours faithfully,


Dr.J.N.Nayak
Deputy. Registrar(Conf)

To

_____ Member(s)

Encio: as stated above.


Deputy Registrar(Conf)

**NORTH-EASTERN HILL UNIVERSITY
SHILLONG**

AGENDA PAPERS



**ONE HUNDRED & FIFTY FOURTH
MEETING OF THE EXECUTIVE
COUNCIL**

28th March, 2013

AGENDA PAPERS FOR THE 154th MEETING OF THE EXECUTIVE COUNCIL TO BE HELD ON 28th March, 2013

<u>ITEM NO.</u>	<u>C O N T E N T S</u>	<u>PAGE NO.</u>
1:	- <u>CONFIRMATION OF THE MINUTES:</u>	
	(i) Confirmation of the minutes of the 153 rd meeting of the Executive Council held on 17 th December, 2012	- 1:1(1)
2:	- <u>REPORTING ITEMS:</u>	
	(i) Action taken on the minutes of the 153 rd meeting of the Executive Council held on 17 th December, 2012	- 2:1:(1-5)
3:	- <u>RATIFICATION OF ACTION TAKEN BY THE VICE-CHANCELLOR:</u>	
	(i) Permission for contesting the Assembly Election in the State of Meghalaya – Case of Prof. R.C.Laloo, Department of Botany.	- 3:1(1-4)
	(ii) Appointment of Head, Department Education, Tura Campus	- 3:2(1-2)
	(iii) Appointment of Head, Department of Electronics & Communication Engineering .	- 3:3(1-2)
	(iv) Appointment of Head, Department of Information Technology.	- 3:4(1-2)
5:	- <u>ACADEMIC MATTERS:</u>	
5:1:	- <u>Statutes/Ordinances/Regulations & Rules:</u>	
	(i) Adoption of an Ordinance on Medical Re-ibursement Facility to the Pensioners' of the University.	- 5:1:1(1-6)
5:8:	- <u>Others:</u>	
	(i) Modified Meorandum of Understanding (MOU) between NEHU & ICSSR.	- 5:8:1(1-30)

Contd...2/-

6: - ADMINISTRATIVE MATTERS:

6:1: - Selection Committee:

To consider :

- (i) The recommendation of the Selection Committee for the post of Professor in SAIF.
- (ii) The recommendations of the Screening Committees Expert Committees and Selection Committees pertaining to the faculty positions. - 6:1:1(1)
- (iii) The recommendation of the Departmental Promotion Committee pertaining to Grup 'A' Non-Teaching posts.

6:2: - Appointment/Creation/Up-gradation of post/ Confirmation/ Extension/Option/Transfer/ Release/Termination etc:

- (i) Appointment of Head, Department of Tourism and Hotel Management, NEHU, Shillong. - 6:2:1(1)
- (ii) Appointment of Head, Department of Adult & Continuing Education. - 6:2:2(1)
- (iii) Appointment of Head, Department of Sociology. - 6:2:3(1)

6:7: - Others:

- (i) Effective date for charging the premium - 6:7:1(1)
towards sharing of expenses for common facilities and payment of token revenue for the land.

1:1(1)

1. - CONFIRMATION OF THE MINUTES:

- (i) Confirmation of the minutes of the 153rd meeting of the Executive Council held on 17th December, 2012.

The minutes of the 153rd meeting of the Executive Council held on 17th December, 2012, were circulated to all the members since no comments have been received from the members, therefore the minutes may be confirmed.

The matter is placed before the Council for confirmation.

2: - **REPORTING ITEMS:**

- (i) Action taken on the minutes of the 153rd meeting of the Executive Council held on 17th December, 2012

1: - **CONFIRMATION OF THE MINUTES****Action taken**

- | | | | |
|-----|---|---|---|
| (i) | Confirmation of the Minutes of the 152 nd meeting of the Executive Council held on 29 th October, 2012, and 31 st Emergent meeting of the Executive Council on 7 th November, 2012. | - | The confirmed minutes were circulated to all concerned. |
|-----|---|---|---|

2:- **REPORTING ITEMS:**

- | | | | |
|-----|---|---|-------|
| (i) | Action taken on the minutes of the 152 nd meeting of the Executive Council held on 29 th October, 2012. | - | Noted |
|-----|---|---|-------|

3:- **RATIFICATION OF ACTION TAKEN BY THE VICE-CHANCELLOR:**

- | | | | |
|------|--|---|---|
| (i) | Declaration of Ph.D/M.Phil result. | - | Decision to the Council Communicated to COE |
| (ii) | Appointment of Prof. N.Saha as Head, Department of Zoology vice (Late) Prof. B.Kharbuli. | - | Notified vide No:F-5-5/Estt-II/Zoo/10-4114 dt. 16.1.2012. |

5:- **ACADEMIC MATTERS:**5:1:- **Statutes/Ordinances/Regulations & Rules:**

- | | | | |
|------|--|---|--|
| (i) | OE-6 on Ordinances/Regulation & Rules | - | } Letter to MHRD issued vide No:F.Conf/13-5/ORD /99(Vol-v)-277 dt.18.2.13. |
| (ii) | One time waiver of Clause 3(iv) of Ordinance OC-4. | - | |
| (iv) | Amendment of Ordinance OD-6 | - | } Letter to MHRD issued vide No:F.Conf/13-5/ORD /99(Vol-iv)-268 dt.17.1.13 |
| (iv) | Proposed amendments of Ordinance OC-1 | - | |
| (v) | Draft Regulation on admission of foreign students. | - | } Notified vide No:F.Conf. 22-2/Reg/3007(Vol.I)/276 dt. 18.2.2013. |
| (vi) | Proposed amendment of Regulation for Bachelor of Technology Programme (Under Ordinance OC-16 on Professional Course) | - | |

5:5:- Examination Matters:

- | | | | |
|-------|---|---|--|
| (i) | Panel of Paper Setters/Examiners/
Moderators. | - | } Decision of the Council
Communicated to COE |
| (ii) | Panel of Examiners for Ph.D./M.Phil
candidates. | - | |
| (iii) | Reintroduction of re-evaluation of
M.Sc. answer scripts. | - | |
| (vi) | Remuneration for Examination
Work. | - | |
| (v) | Reintroduction of re-evaluation of
M.Sc. Answer-script. | - | |

5:6:- Establishment of new Departments/Centres/Courses:

- | | | | |
|------|--|---|--|
| (i) | Starting of B.Tech Programme in
Computer Science & Engineering
instead of B.Tech in Information
Technology. | - | } Decision of the Council
Communicated to COE |
| (ii) | Inclusion of only one paper of English
as in case of Science. | - | |

5:7:- Affiliation case etc:

- | | | | |
|-----|----------------------|---|--|
| (i) | Affiliation Matters: | - | Decision of the Council
Communicated to the
Director, CDC. |
|-----|----------------------|---|--|

5:8:- Others:

- | | | | |
|-------|--|---|---|
| (i) | AC Committee on Ordinances | - | Notification issued vide
No:AC-89-4/Conf/2012
-241 dt. 26/11/2012 |
| (ii) | Common Entrance Test for admission to -
Course in all University. | - | Decision of the Council
communicated to the
D/R(Acad) |
| (iii) | Proposed Roadmap for conduct of Ph.D.-
Course Work examinations | - | Decision of the Council
communicated to the
COE. |
| (iv) | Appointment of Joint supervisor. | - | Decision of the Council
Communicated to the
COE. |
| (v) | The current status of human rights
Education being imparted in the
University. | - | Under process |
| (vi) | META University | - | Under process |

- | | | | |
|--------|---|---|--|
| (vii) | Appointment of Supervisor. | - | } Decision of the Council Communicated to the COE. |
| (viii) | Inclusion of B.Sc. Horticulture and Forestry and dropping of B.Sc. Bio-Chemistry from the subject necessary for getting admission in M.Sc. RDAP Programme | - | |
| (ix) | Change of Supervisor | - | } Decision of the Council Communicated to the COE. |
| (x) | Appointment of Supervisor/ Joint Supervisor. | - | |
| (xi) | Discontinuation of PG Diploma in Statistics Course | - | |
| (xii) | Recognition of Supervisor/ Joint Supervisor. | - | |
| (xiii) | Partnerships between NEHU Shillong and TATA Consultancy Services. | - | Decision of the Council Communicated to the Dean,IT. |
| (xiv) | Memorandum of Understanding between Ecosense Sustainable Solutions Pvt , New Delhi and Department of Energy Engineering, NEHU, Shillong. | - | Decision of the Council Communicated to the D/R(Acad.) |

6: - ADMINISTRATIVE MATTERS:

6:1:- Selection Committee:

- | | | | |
|------|---|---|---|
| (i) | Nomination of Subject experts on the Selection Committee for recruitment of Deputy Registrar. | - | } Decision of the Council Communicated to the D/R(Estt.II). |
| (ii) | To consider the recommendations of the Screening Committees/Expert Committee/Selection Committees pertaining to the faculty positions | - | |

6:2:- Appointment/Creation/Up-gradation of post/ Confirmation/ Extension/Option/Transfer/ Release/Termination etc:

- | | | |
|-----|---|---|
| (i) | (1) Appointment of Dean, School of Humaminites. | - |
| | (2) Appointment of Head, Department Of Philolsophy. | - |

2:1(4)

- (ii) Appointment of Head, Centre for Distance-Education.
- (iii) To considered release of Shri. Taliremba-From the post of Finance Officer, NEHU.
- (iv) Acceptance of resignation tendered by - Shri Dipankar Biswas, Asstt. Professor, Department of Education, Tura Campus.
- (v) Voluntary Retirement of Dr. B.K. Dutta, - Associate Professor, Department of Economics, NEHU, Shillong.

Decision of the Council communicated to the D/R(Estt.II)

6:3:- Leave/Deputation:

- (i) Deferment of period of Sabbatical Leave in respect of Prof. P.N. Pandita, Department of Physics. -
- (ii) Sabbatical Leave in respect of Dr. Utpala G.Sewa, Associate Professor, Department of English, NEHU, Shillong. -

6:6:- Service condition/Financial & Other benefits:

- (i) Fixation of pay in respect of Junior Engineers on Grant of First Financial Upgradation(FFU). -

Decision of the Council communicated to the D/R(Estt.II)

6:7:- Others:

- (i) Revised Memorandum of Understanding- (MOU) between NEHU and Earth Observatory of Singapore (EOS), Nanyang Technological University, Singapore.
- (ii) Permission for the construction of annexe building for the National Institute of Technology Meghalaya at Bijni Complex, Laitumkhrah, Shillong. -
- (iii) Permission for contesting the Assembly - Election in the State of Meghalaya – Case of Shri P.G.Momin, Associate Professor, Department of Geography, Dr.Jova C.Marak, Associate Professor, Department of English, Tura Campus, Tura, Dr. Jemino Mawthoh, Associate Professor, Department of Adult & Continuing Education, NEHU, Shillong

Decision of the Council communicated to the D/R(Acad)

Decision of the Council communicated to the CDD.

Decision of the Council communicated to the D/R(Estt.II)

8: - **ITEM FROM THE CHAIR:**

- | | | | |
|------|--|---|---|
| (i) | Outcome of the discussion held in the meeting on 4 th December, 2012 in the Committee Room of the Administrative Building, NEHU between the committee Constituted by the Emergent Executive Council held on 7 th November, 2012 and the office bearers of the NEHUNSA. | - | Decision of the Council communicated to the D/R/(CRC) |
| (ii) | Constitution of an Independent Committee to enquire into the failure of power supply to Permanent Campus Held on 17 th December, 2012. | - | Decision of the Council communicated to the U.E,CDD. |

3: - RATIFICATION OF ACTION TAKEN BY THE VICE-CHANCELLOR:

- (i) Permission for contesting the Assembly Election in the State of Meghalaya – Case of Prof. R.C.Laloo, Department of Botany.

In connection with the Assembly Election in the state of Meghalaya scheduled to be held in February-March, 2013, Prof. R.C.Laloo, Department of Botany, NEHU, Shillong vide his letter dated 16.01.2013(Annexure-A) has expressed his desire to contest the forthcoming State Legislative Assembly Election. Prof. Laloo requested for No Objection Certificate from the University.

In terms of provision laid down under RE-4(Annexure-B) details below, the permission for constest the Election by the teacher is to be considered by the Executive Council.

1. A teacher of this University permitted by the Executive Council to constest election and elected as member of Parliament/State Legislature/District Council or nominated to the Praliament/State Legislature shall be governed by the following terms and conditions during the period of such membership.
 2. Elected/Nominated Members not holding any executive post.
 - (i) They will not be required to take leave. But if they so desire may be considered for grant of leave of the kind as per the provisions of Ordinance governing leave to the teachers.
 - (ii) Such teachers not availing leave shall not hold any administrative position/ responsibility in the University but shall be available for their academic work, teaching and research in the University.
 - (iii) Their teaching work-load shall be one-half of the work load prescribed by the University for teachers of their category.
 - (iv) They may opt for the pay of the University or that of the elected members of Parliament/State Legislature/District Council, as the case may be.
 3. Elected/Nominate holding executive Jobs.
 - (i) Such Teachers shall have to avail extra-ordinary leave for the period of holding executive job. The period so spenst shall be counted for increment and for seniority.
 - (ii) Such teachers shall not hold any administrative position/responsibility in the University.

Keeping the above position in view, the Vice-Chancellor, subject to ratification by the Executive Council has allowed Prof. R.C.Laloo to contest the forthcoming Assembly Election in the State of Meghalaya scheduled to be held in February, 2013. (Annexure-C)

The matter is placed before the Council for ratification.

3:1(2)

100

Annexure - A



North-Eastern Hill University

(A University with Potential for Excellence)

NAAC Reaccreditation (2009) : 'A' Grade

Shillong 793 022 India

Prof. R C Laloo M.Sc., Ph.D.

Department of Botany

Dated Shillong the 16th Jan 2013

To

The Vice-Chancellor
North Eastern Hill University
Meghalaya : Shillong

*Regd. for u.u.
17/1/13*

Subject: No Objection for contesting in the Meghalaya Legislative Assembly
Election 2013

*A
17/1 Pt. put up
DR (Estt. II)*

Sir,

With reference to the subject above, I have the honour to inform you that the Election to the Meghalaya Legislative Assembly will be held on the 23th Feb 2013. In this connection I may kindly be allowed to request you to kindly give me No Objection to contest in this Election and to allow me to file my nomination papers and campaign for this Election.

Thanking you

*Forwarded
DR (Estt. II)*

Yours faithfully

(Prof. R C Laloo)
(R.C. Laloo)
Professor
Department of Botany
NEHU, Shillong, Meghalaya

Head
Department of Botany
School of Life Sciences
N.E.H.U., Shillong-22

*46
17/1/13*

*DOEVA
PI - put up -
22/1/13
18/1/13*

**ON TERMS AND CONDITIONS OF SERVICE OF TEACHERS
 ELECTED/NOMINATED TO PARLIAMENT/STATE LEGISLATURE/DISTRICT
 COUNCIL**

(Section 26(1) of the NEHU Act, 1973 and Clause 19(3) of Ordinance OE-6)

1. A teacher of this University permitted by the Executive Council to contest election and elected as member of Parliament/State Legislature/District Council or nominated to the Parliament/State Legislature shall be governed by the following terms and conditions during the period of such membership.
 - (i) They will not be required to take leave. But if they so desire may be considered for grant of leave of the kind as per the provisions of Ordinances governing leave to the teachers.
 - (ii) Such teachers not availing leave shall not hold any administrative position/responsibility in the University but shall be available for their academic work, teaching and research in the University.
 - (iii) Their teaching work-load shall be one-half of the work load prescribed by the University for teachers of their category.
 - (iv) They may opt for the pay of the University or that of the elected members of Parliament/ State Legislature/District Council, as the case may be.

- Elected/ Nominated Members not holding any executive post.**
 2. (i) Such teachers shall have to avail extra-ordinary leave for the period of holding executive job. The period so spent shall be counted for increment and for seniority.
 - (ii) Such teacher shall not hold any administrative position/ responsibility in the University.

- Elected/ Nominated holding executive Jobs.**
 2. (i) Such teachers shall have to avail extra-ordinary leave for the period of holding executive job. The period so spent shall be counted for increment and for seniority.
 - (ii) Such teacher shall not hold any administrative position/ responsibility in the University.

3:1(4)

Annexure - C



पूवोत्तर पर्वतीय विश्वविद्यालय
पू. प. विवि. परिसर, शिलांग-७९३०२२ (मेघालय)
North-Eastern Hill University
NEHU Campus, Shillong - 793 022 (Meghalaya)

Phone :
Grams : NEHU

No.F.17-228/Estt-II/05 - 4303

Dated the 24 January, 2013.

ORDER

Subject to ratification by the Executive Council, the Vice-Chancellor is pleased to allow Professor R.C Laloo, Deptt. of Botany, NEHU, Shillong to contest the forthcoming Assembly Election in the State of Meghalaya scheduled to be held in February, 2013.

Deputy Registrar
Establishment - II

Copy to ;

1. Prof. R.C Laloo , Deptt. of Botany, NEHU, Shillong. Kindly note that in the event of he being elected to the State Legislative Assembly, his service in the University will be governed under the term and condition laid down under regulation RE-4 of the NEHU Ordinance and as amended from time to time (copy enclosed)
2. The Dean, School of Life Sciences, NEHU, Shillong.
3. The Head, Department of Botany, NEHU, Shillong.
4. SPS to the Vice-Chancellor, NEHU, Shillong.
5. P.S to the Pro-Vice-Chancellor, NEHU, Shillong.
6. PS to the Registrar, NEHU, Shillong.
7. Personal file.

Deputy Registrar
Establishment - II

3:2(1)

(ii) Appointment of Head, Department Education, Tura Campus

Dr. B.C.Das, was appointed as Head of the Department of Education, NEHU, Tura Campus, w.e.f. 19.07.2010 for a period of 3 years. Before completion of his term of office as Head of the Department, a letter dt. 25.01.2013 has been received from him stating that he is unable to perform his duties as Head of the Department due to ill health and hence, tendered his resignation from the Headship.

In order to consider the appointment of next Head of the Department in accordance with the provision laid down under Statute -7 of the NEHU Act 1973, the Vice-Chancellor, subject to ratification by the Executive Council, has appointed Dr.(Mrs) N.C.Momin, Associate Professor as Head, Department of Education, NEHU, Tura Campus for a period of 3(three) years with effect from the date of assuming the charge.

A notification issued to this effect may be seen at **Annexure -A.**

The matter is placed before the Council for ratification.



पूवोत्तर पर्वतीय विश्वविद्यालय

पू० प० विवि० परिसर, शिलांग-७९३०२२ (मेघालय)

North-Eastern Hill University

NEHU Campus, Shillong - 793 022 (Meghalaya)

Phone :

Grams : NEHU

No.F.5-5/Estt-II/EDN-TC/09/- 4372

Dated 14th February, 2013.

NOTIFICATION

*In terms of provisions laid down under Statute -7 of the NEHU Act 1973 and subject to the ratification by the Executive Council, the Vice-Chancellor is pleased to appoint **Dr.(Mrs)N.C.Momin**, Associate Professor as Head of the Department of Education, NEHU, Tura Campus for a period of 3(three) years with effect from the date of assuming the charge vice Dr.B.C.Das.*

(H.Lyngdoh)

Assistant Registrar(Estt-II)

Copy to:

1. The Pro-Vice-Chancellor, NEHU, Tura Campus, -for information
2. All Deans of Schools, NEHU, Shillong- for information..
3. All Heads of Departments/Centres, NEHU, Shillong/Tura Campus-for information.
4. Dr.(Mrs)N.C.Momin, Associate Professor, Deptt. of Education, NEHU, Tura Campus. She is requested to takeover the charge of Office of the Head and submit the Charge report duly countersigned by the Pro-Vice-Chancellor, NEHU, Tura Campus.
5. Dr.B.C.Das, Deptt. of Education, NEHU, Tura Campus- for information & necessary action.
6. All Dy.Registrars/Asstt.Registrars NEHU, Shillong/Tura Campus-for information.
7. The In-Charge, NEHU Publication, NEHU, Shillong. -for information.
8. The Administrative In-Charge, NDVN(VSAT) facility, NEHU, Shillong information and needful action.
9. SPS to the Vice-Chancellor, NEHU. -for information.
10. PS to the Pro-Vice-Chancellor, NEHU, Shillong- for information.
11. PS to the Registrar, NEHU. -for information.
12. PS to the Finance Officer, NEHU, Shillong-for information.
13. PA to the COE, NEHU, Shillong-for information.
14. Personal file.

Assistant Registrar(Estt-II)

3:3:(1)

- (iii) Appointment of Head, Department of Electronics & Communication Engineering .

Dr. L.Joyprakash Singh, Associate Professor was appointed as Head of the Department of Electronics & Communication Engineering w.e.f. 23.03.2010 for a period of 3 years. Thus, Dr. Singh will complete his term of office as Head of the Department on 22.03.2013.

In order to consider the appointment of next Head of the Department in accordance with provision laid down under Statute-7 of NEHU Act.1973, the Vice-Chancellor, subject to ratification by the Executive Council, has appointed Dr. S.C.Arya, Associate Professor as Head of the Department of Electronics & Communication Engineering, NEHU, Shillong for a period of three years w.e.f. 23.03.2013.

A notification issued to this effect may be seen at **Annexure – A.**

The matter is placed before the council for ratification.

3:3(2)

ANNEXURE-A



पूवोत्तर पर्वतीय विश्वविद्यालय

Phone :

Grams : NEHU .

पू० प० विवि० परिसर, शिलांग-७९३०२२ (मेघालय)

North-Eastern Hill University

NEHU Campus, Shillong - 793 022 (Meghalaya)

No.F.5-5/Estt-II/ECE/06/- 4383

Dated 18th February, 2013.

NOTIFICATION

*In terms of provisions laid down under Statute -7 of the NEHU Act 1973 and subject to the ratification by the Executive Council, the Vice-Chancellor is pleased to appoint **Dr.S.C.Arya**, Associate Professor as Head of the Department of Electronics & Comm. Engineering, NEHU, Shillong w.e.f. 23.03.2013(FN) for a period of 3(three) years vice Dr.L.Joyprakash Singh.*

(H.Lyngdoh)

Asstt. Registrar(Estt-II)

Copy to:

1. The Pro-Vice-Chancellor, NEHU, Tura Campus, Tura-for information
2. All Deans of Schools, NEHU, Shillong- for information..
3. All Heads of Departments/Centres, NEHU, Shillong/Tura Campus.
4. Dr.S.C.Arya, Associate Professor, Deptt. of ECE, , NEHU, Shillong- He is requested to take over the charge of the Headship on the date specified above and submit the Charge Report duly countersigned by the Dean of the School concerned.
5. Dr.L.Joyprakash Singh, Deptt. of ECE, NEHU, Shillong - for information.
6. All Dy.Registrars/Asstt.Registrars NEHU, Shillong/Tura Campus-for information.
7. The In-Charge, NEHU Publication, NEHU, Shillong. -for information.
8. The Administrative In-Charge, NDVN(VSAT) facility, NEHU, Shillong information and needful action.
9. SPS to the Vice-Chancellor, NEHU. -for information.
10. PS to the Pro-Vice-Chancellor, NEHU, Shillong-for information.
11. PS to the Registrar, NEHU. -for information.
12. PS to the Finance Officer, NEHU, Shillong-for information.
13. PA to the COE, NEHU, Shillong-for information.
14. Personal file.

Asstt. Registrar(Estt-II)

3:4:(1)

(iv) Appointment of Head, Department of Information Technology.

Shri. B.Bhuyan, Associate Professor was appointed as Head of the Department of Information Technology w.e.f. 23.03.2010 for a period of 3 years. Thus, Shrir. Bhuyan will complete his term of office as Head of the Department on 22.03.2013.

In view of the above, the Vice-Chancellor, subject to ratification by the Executive Council, has appointed Shri H.K.Kalita, as Head, Department of Information Technology, NEHU, Shillong for a period of three years w.e.f. 23.03.2013.

A notification issued to this effect may be seen at **Annexure – A.**

The matter is placed before the council for ratification.

3:4(2)

ANNEXURE - 'A'



पूवोत्तर पर्वतीय विश्वविद्यालय

Phone :

Grams : NEHU

पू० प० विवि० परिसर, शिलांग-७९३०२२ (मेघालय)

North-Eastern Hill University

NEHU Campus, Shillong - 793 022 (Meghalaya)

No.F.5-5/Estt-II/IT/06/- 4382

Dated 18th February, 2013.

NOTIFICATION

*In terms of provisions laid down under Statute -7 of the NEHU Act 1973 and subject to the ratification by the Executive Council, the Vice-Chancellor is pleased to appoint **Shri H.K.Kalita**, Associate Professor as Head of the Department of Information Technology, NEHU, Shillong w.e.f. 23.03.2013(FN) for a period of 3(three) years vice Shri B.Bhuyan.*

(H.Lyngdoh)

Asstt. Registrar(Estt-II)

Copy to:

1. The Pro-Vice-Chancellor, NEHU, Tura Campus, Tura-for information
2. All Deans of Schools, NEHU, Shillong- for information..
3. All Heads of Departments/Centres, NEHU, Shillong/Tura Campus.
4. Shri H.K.Kalita, Associate Professor, Deptt. of Information Technology, , NEHU, Shillong- He is requested to take over the charge of the Headship on the date specified above and submit the Charge Report duly countersigned by the Dean of the School concerned.
5. Shri B.Bhuyan, Deptt. of Information Technology, NEHU, Shillong - for information.
6. All Dy.Registrars/Asstt.Registrars NEHU, Shillong/Tura Campus-for information.
7. The In-Charge, NEHU Publication, NEHU, Shillong. -for information.
8. The Administrative In-Charge, NDVN(VSAT) facility, NEHU, Shillong information and needful action.
9. SPS to the Vice-Chancellor, NEHU. -for information.
10. PS to the Pro-Vice-Chancellor, NEHU, Shillong-for information.
11. PS to the Registrar, NEHU. -for information.
12. PS to the Finance Officer, NEHU, Shillong-for information.
13. PA to the COE, NEHU, Shillong-for information.
14. Personal file.

Asstt. Registrar(Estt-II)

5:1:1 (1)

5: ACADEMIC MATTERS

5:1:1 Statutes, Ordinances, Regulation & Rules.

(i) **Adoption of an Ordinance on Medical Re-imbursment Facility to the Pensioners' of the University.**

The matter of providing medical treatment re-imbursment facility to the retired employees came into consideration of the Executive Council in its 149th meeting held on 25/11/2011. The extract of the resolution is placed at Annexure-A for ready reference of the Council. The matter was placed before the subsequent meeting of the 63rd Finance Committee held on 16/06/2012 and in consideration of the recommendation of the Committee, the Executive Council in its 151st meeting held on 28th June, 2012 approved payment of hospitalization re-imbursment claims as per the CS(MA) Rules with effect from July, 2012 with simultaneous stoppage of Fixed Medical Allowance. Extract of the 151st Executive Council Resolution may kindly be seen at Annexure-B. Accordingly, Fixed Medical Allowance was stopped and the scheme was informed to each of the pensioners and requisite information was called from them. A copy of Finance Officer's letter No. No.FIN/V/PEN/MA/96-3/395 dated 27/07/2012 is placed at Annexure-C for perusal of the Council please.

However it is seen in these papers that the criteria for determining the rate of entitlement of hospital room rent was not mentioned and this might create confusion in interpretation of the entitlement under the CS (MA) Rules : whether by monthly pension or by last pay drawn, though it is obvious that it has to be by last pay drawn. This criteria is spelt out in Clause 9 of the proposed Draft Ordinance which is placed at Annexure-D for favour of consideration of the Council.

The Council may kindly consider to adopt the Ordinance to facilitate smooth implementation of the scheme please.

5:1:1(2)

ANNEXURE - A'

Extract from the minutes of the 149th EC meeting held on 25/11/11

(iii) Medical Treatment to retired employees – teachers of NEHU.

NO:EC:149:2011:4: (iii): The Council considered the medical treatment to retired employees/ teachers of NEHU and **RESOLVED** to refer the matter to the Finance Officer to examine the matter in CS(MA) Rules and relevant GOI guidelines and prepare a note to be placed in the next meeting of the Council. Employees retiring from NEHU to be spelt out. For this purpose the University has to draft an Ordinance and place the same in the next meeting of the Council. The Council also **RESOLVED** to look into the matter of subscription.



5:1:1(3)

ANNEXURE
ANNEXURE - 'B'

Extract from the minutes of the 151st Meeting of
the EC held on 28/6/12.

30

(ii) Payment of Hospitalization reimbursement claims to NEHU pensioners.

NO:EC:151:6:6:(ii): The Council considered the recommendation of the Finance Committee for Payment of Hospitalization reimbursement claims to NEHU pensioners and **RESOLVED** to approve the same as per CS(MA) rules in keeping with the UGC letter No.F.25-8/2007(CU) dt.27.6.2012 and this scheme be implemented w.e.f. July 2012 and that the payment of Fixed Medical Allowance be stopped from July, 2012. The Council further **RESOLVED** that Finance Department will obtain requisite information from the pensioners for implementation of scheme.

ANNEXURE - IV

NORTH EASTERN HILL UNIVERSITY SHILLONG

No.FIN/V/PEN/MA/96-3/395

Dated : 27/07/2012.

To

Sub: Payment of Hospitalization reimbursement claims to NEHU Pensioners.

Sir/Madam,

The University is considering extension of medical hospitalization reimbursement claims facility to its pensioners having completed 60 years. Salient features of the scheme under consideration is given below:

1. Treatment can be availed in following hospitals:
 - (i) Central Government Hospitals.
 - (ii) State Government Hospitals.
 - (iii) Hospitals recognized by State Government/CGHS Rules/CS (MA) Rules.
 - (iv) Hospitals fully funded by Central Government/State Government.
2. Indoor treatment in authorized hospitals can be taken on the basis of consultation and specific recommendation of following Medical Officers:
 - (i) Medical Officers under the employment of Central Government.
 - (ii) Medical Officers under the employment of State Government or Union Territory.
3. Medical advance will not be available.
4. Travelling allowance will not be available.
5. Facility will be available only to pensioners having completed 60 years.
6. Facility will not be available to pensioners residing abroad.
7. Facility will not be available to pensioners if spouse/children are Government employees and are availing medical facilities as family member of such Government employee.
8. Reimbursement claims must be preferred within three months from the date of completion of treatment as shown in Essentiality Certificate "B" issued by the Medical Officer.
9. Reimbursement claims shall be processed and paid by NEHU as in the case of serving employees.

5:1:1(5)

10. Reimbursement will be subject to admissibility and rates fixed by the Government under the CS (MA) Rules/CGHS Rules, or the actual expenditure incurred, whichever is less.
11. Reimbursement claims shall be dealt in accordance with provisions of the CS(MA) Rules and Government of India orders issued in this respect from time to time.
12. Following documents should be submitted in original:

- (i) Application.
- (ii) Med. 97 Form.
- (iii) Copy of referral by competent/authorized Doctor.
- (iv) Essentiality Certificate "B" duly filled in, signed by treating Doctor and countersigned by the Medical Superintendent of the Hospital.
- (v) Hospital bills, receipts, vouchers stamped and signed /countersigned by the Medical Officer.
- (vi) Prescription.
- (vii) Medical Treatment Sheet.

13. To facilitate the University to implement the scheme, you are requested to furnish the following:

- (i) Willingness to join the Scheme.
- (ii) Whether you are already availing similar facility. If so, full detail of the facility.
- (iii) Whether you are covered under Medical Insurance Policies. If so, full detail of the Policy.
- (iv) Complete residential postal address with telephone number.

Please acknowledge receipt.

Yours faithfully,



(Taliremba)
Finance Officer

5:1:1 (6)

ANNEXURE 'D'

**NORTH-EASTERN HILL UNIVERSITY
SHILLONG**

**Draft Ordinance on Medical Re-imburement Facility to the Pensioners of the University
(Under Section 26(i)(n) of the NEHU Act.**

The facility of re-imburement for medical treatment in accordance with the provisions of this Ordinance takes effect from 1st July, 2012.

Terms & Conditions:-

1. The facility is admissible to the pensioners who retire from the service of this University on attaining the age of superannuation.
2. Reimbursement is admissible for indoor treatment in any of the following hospitals:-
 - (i) Central Government Hospitals.
 - (ii) State Government Hospitals.
 - (iii) Hospitals recognized by State Government/CGHS Rules/CS(MA) Rules.
 - (iv) Hospitals fully funded by Central Government/State Government.
3. Indoor treatment in authorized hospitals can be taken on the basis of consultation and specific recommendation of the following Medical Officers:
 - (i) Medical Officers under the employment of Central Government.
 - (ii) Medical Officer under the employment of State Government or Union Territory.
4. There will be no payment by way of advance.
5. Travelling allowance will not be available.
6. The facility is not admissible to pensioners who resides abroad.
7. The facility is not admissible if the pensioner is included by the spouse or any of the children employed in the organized sector, as a family member for purpose of medical facilities.
8. The reimbursement claim must be preferred within three months from the date of completion of treatment as shown in Essentiality Certificate "B" issued by the Medical Officer.
9. The reimbursement will be regulated in accordance with the prevailing Government of India CS(MA) Rules/CGHS Rules with reference to the last pay drawn.
10. The application for reimbursement accompanied is to be submitted to the Finance Officer alongwith the following documents:-
 - (i) Application.
 - (ii) Med. 97 Form.
 - (iii) Copy of referral by competent/authorized Doctor.
 - (iv) Essentiality Certificate "B" duly filled in, signed by treating Doctor and countersigned by the Medical Superintendent of the Hospital
 - (v) Hospital bills, receipts, vouchers stamped and signed/countersigned by the Medical Officer
 - (vi) Prescription
 - (vii) Medical Treatment Sheet.
11. The claim will be regulated for reimbursement by the concerned office of the Finance Department after it is verified by the Pension office of the University

5:8:1(1)

5: - **ACADEMIC MATTERS:**

5:8: - **Others:**

- (i) **Modified Memorandum of Understanding(MOU) between NEHU & ICSSR.**

In pursuance of the 148th Executive Council resolution No:EC:148:2011 :5:8:(i): the views of the Vice-Chancellor, NEHU on the draft MOU was endorsed to the Deputy Director, ICSSR-NERC, Shillong for onward transmission to ICSSR, New Delhi.

In response to the above, the modified Memorandum of Understanding (MOU) between NEHU & ICSSR (see Annexure-I) alongwith the Minutes of the meeting of Chairpersons and Honorary Directors of the ICSSR Regional Centres held on 8th September, 2012 (see Annexure -II), were submitted by Shri.C.J.Thomas, Deputy Director, Indian Council of Social Science Research (ICSSR-NERC) vide letter F.No.11-36/NERC/MOU-ICSSR-NEHU/2011-960, dated March 1,2013 (see Annexure-'A'), for placing the same before the Executive Council of the University (NEHU).

The matter is placed before the Council for consideration.

5:8:1(2)

Modified MoA in the light of
discussion in Sub-committee on

3-2-2011

MEMORANDUM OF ASSOCIATION

ANNEXURE-I

84

OF

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH

REGIONAL CENTRE

PREAMBLE

This Agreement made this----- between -----(hereby termed the host institution) and the ICSSR (referred to as the Council) in order to facilitate and strengthen the aims and objectives of the autonomous Regional Centre of the ICSSR situated within the premises of _____.

1. The name of the Centre shall be 'INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH' (ICSSR) - REGIONAL CENTRE - (hereinafter referred to as the [RC]).

2. The office of the Regional Centre is situated at _____ University/Institute of _____

3. The objectives for which the RC has been established are:-

i) To act as a representative of the Indian Council of Social Science Research, New Delhi for the promotion of social science research and information center for disseminating and implementing the programmes and the activities of the ICSSR to the social scientists in the region.

ii) To serve the requirements of the social science community of the region covering the States of _____,

_____ and _____,

_____ (hereinafter referred to as the 'region' and the Indian Council of Social Science Research, New Delhi (hereinafter referred to as 'ICSSR').

- iii) To promote, undertake and/or sponsor social science research, documentation and bibliography work in English and Regional Languages.
- iv) To develop a repository programme under which institutions and individuals would be encouraged to deposit copies of books and serials useful for social science research with the RC.
- v) To organize or to assist in organizing seminars/workshops/conferences in the region by institutes, universities and colleges etc., and to arrange lectures by distinguished scholars.
- vi) To assist Regional Professional Associations of Social Scientists and Social Science Journals in the regional languages.
- vii) To provide facilities for accommodation to scholars/students visiting place for research work.
- viii) To give grants for publication of social science research reports and Ph.D. theses including in regional languages and to undertake publication of journals/periodicals devoted to social science research in region.
- ix) To maintain a data library.

- x) To award study grants to scholars for visiting libraries and institutions for research work.
 - xi) To maintain a panel of consultants to provide guidance and advice to junior researchers especially teachers in affiliated colleges for undertaking research.
 - xii) To organize training courses in research methodology in social sciences to hold summer schools in social sciences, discussions among social scientists by bringing them together on specific issues related to the region.
 - xiii) Generally, to take all such measures and undertake activities which may be found necessary from time to time to promote social science research in the region and/or which may be delegated by the ICSSR.
 - xiv) Invest funds of the RC with prior approval of the ICSSR in such a manner as the Advisory Committee may consider for the safety and benefit of the RC and to convert or change such investments if required by the Advisory Committee.
 - xv) Do all things that are incidental to or necessary for management and control of the RC; and
4. (a) The income and property of the RC, however, derived, shall be applied towards the promotion of the objects thereof as set forth in the Memorandum of Association, subject, nevertheless, in respect of the expenditure of grants made by the ICSSR to such limitations as the ICSSR may, from time to time, impose.

5:8:1(5)

87

**Head of the
Host Institution**

**Member-Secretary
ICSSR**

Signature of the Witnesses:

1.

2.

RULES**O'F**

ICSSR _____ REGIONAL CENTRE

1. Short Title:

The rules may be called ICSSR _____

Regional Centre _____, 1990.

2. Definitions:

In these Rules, unless in the context otherwise requires:

- a) Regional Centre means the ICSSR _____
Regional Centre at _____
- b) Advisory Committee means the Advisory Committee constituted under Rule 5.
- c) 'Bye-Laws' means byelaws framed under Rule - 23.
- d) 'Chairman' means the Chairman of the Advisory Committee as defined in Rule - 10.
- e) 'Co-Chairman' means the Co-Chairman of the Advisory Committee as defined in Rule - 10.

- f) 'Director' means Director of the RC appointed under Rule.
- g) 'Host Institution' means the University or Research Institute where the RC is located and with whose collaboration the RC will be managed under _____.
- h) 'Deputy Director' means the Deputy Director of the RC appointed under Rule _____.
- i) 'Executive Committee' means the Executive Committee of the RC constituted under Rule 13.

3. **Authorities of RC**

The following shall be the Authorities of the RC

- 1. The Advisory Committee;
- 2. The Administration cum Finance Committee;
- 3. Regional Research Committee
- 4. Such other Authorities as may be constituted by the Advisory Committee **with the prior approval of the ICSSR** to give effect to the provisions of the Memorandum of Association and these rules.

4. **Officers of the RC**

The following shall be officers of the RC:

- a) Chairman and a Co-Chairman;
- b) Director (at the level of Professor) and
- c) Jt. Director (at the level of Reader) from the University/Institution or any other University in the region;
- d) Deputy Director

Advisory Committee

5.1 The ICSSR shall constitute an Advisory Committee for the functioning of the RC. The tenure of the Advisory Committee including the Chairperson shall be for three years. It shall meet at least thrice a year to review the work of the RC.

5.2 The Advisory Committee shall have not more than 10 members as mentioned below:

- | | | |
|-------|--|--|
| I. | Chairman of the RC | VC/Chairperson
The present system of retaining chairmanship by Vice-Chancellor of the host Institute should continue |
| II. | Member-Secretary,
ICSSR/or his nominee | Co-Chairman (Ex-Officio) |
| III. | ICSSR Representative | Member |
| IV-V. | Director(S) of ICSSR Research
Institute(s) in the Region
Or their nominees | Member |

(If more than 2, then this will be filled by rotation)

- | | | |
|----------|--|---------------|
| Vi-VIII. | Three Eminent Social Scientists of
the region to be appointed by
ICSSR. Where there is only one ICSSR
Research Institute, there will be four
Eminent Social Scientists | Member |
|----------|--|---------------|

IX. One Council member of the **Member**
ICSSR nominated by Chairman ICSSR

X. Director of the RC **Member-Secretary**

The state Governments may be invited to participate as special invitees.

5.2.1 Where a person becomes a member of the Advisory Committee by reason of the office of appointment he holds, his membership of the Advisory Committee shall cease when he does not hold that office or appointment and his successor to that office shall be deemed to have become the member.

5.2.2 The term of the members other than Ex-officio members shall be three years but they may be reappointed/re-nominated for another term of three years. No member other than ex-officio members can be reappointed/re-nominated for more than two consecutive terms.

5.2.3. A casual vacancy in membership of the Advisory Committee may arise due to resignation or death of any member or on his becoming of unsound mind, insolvent or being convicted of a criminal offence involving moral turpitude.

5.2.4 (a) A casual vacancy in the office of any member of the Advisory Committee arising on account of any of the reasons stated in the sub-clause 5.2.3 above may be filled for the residual term by the ICSSR. (b) This rule shall also apply to other committees of the RC.

5.2.5 The Chairperson and MS, ICSSR shall be Ex-officio Chairman and Co-Chairman of the RC.

5.3 Powers of the Advisory Committee

5.3.1 Subject to the provisions of the Memorandum of Association and Rules, the Advisory Committee shall have all the executive powers of management of the RC. In the administration of the affairs of the RC, Executive Committee will assist the Advisory Committee in the manner and in the area specified in these rules. The Advisory Committee will be responsible for overall management of the RC and will decide upon the broad policies and programmes for attainment of the objectives of the RC outlined in the Memorandum of Association;

5.3.2 It will exercise control over the Administration cum Finance Committee and lay down guidelines consistent with the objectives of the ICSSR and the RC, the rules, and the Byelaws;

5.3.3 *All properties, movable, immovable or of any other kind (except land) shall stand vested in the Indian Council of Social Science Research. The Council will enter into separate MOU's with the Host Institutes. Where such MOUS have been executed they shall form part of this agreement.*

5.3.4 To construct and to maintain buildings including right to alter or improve upon them and to equip them suitably;

5.3.5 To manage properties of the RC;

5.3.6 To accept the management of any fund or endowment in which the Center is interested. However, all such matters would be brought to the notice of the ICSSR;

5.3.7 To enter into agreements for and on behalf of the RC/ICSSR;

5.3.8 To sue and defend all legal proceedings on behalf of the RC/ICSSR;

5.3.9 To institute a provident fund and other such statutory funds for the benefit of the employees of the RC and manage such provident fund on behalf of the ICSSR; The advisory committee may if it deems it expedient ask the host institute to manage its provident and other statutory funds.

5.3.10 To grant receipt, to sign and execute instruments and to endorse or discount cheque or other negotiable instruments through the authorized officers of the RC/ICSSR;

5.3.11 To make, sign and execute all such documents and instruments, as may be necessary or proper, for carrying on the management of the property or affairs of the RC;

5.3.12 To invest money and funds of the RC through the authorized officers of the RC in such securities or in such manner as may be expedient and to sell or transfer such investments;

5.3.13 To assign from time to time such functions and duties and delegate such powers, as it may deem fit, to the Executive Committee consisting of such members as the Advisory Committee may deem fit;

5.3.14 To appoint all categories of academic, administrative, and other staff required for the RC in the prescribed scales of pay and to define their powers and duties with the approval of the ICSSR. The Advisory Committee may fix appropriate remuneration for individuals in the scales of pay as approved by the ICSSR on the merits of each case;

5.3.15 The Advisory Committee in consultation with the ICSSR shall constitute Selection Committee for the recruitment of professional staff;

5.3.16 To prescribe the powers, functions and duties of the Chairman, Director, Deputy Director, Administrative Officer, and Finance and Accounts Officer;

5.3.17 To perform all such acts and do all such things as may be necessary for the proper management of the properties and other related matters of the RC;

5.3.18 To appoint an auditor(s) for auditing the accounts of the RC and to report thereon;

5.3.19 To frame rules regarding matters concerning the working of the RC which are not repugnant to these rules;

5.3.20 To generally to do such things as it may consider necessary or expedient for the purpose of carrying out the objects of the RC.

5.4 The Advisory Committee shall by resolution appoint committees or sub-committees, consisting of its members, for such purposes and with such powers as it may think proper. It may also, by resolution, appoint sub-committees, expert panels, working or study groups consisting of persons who need not necessarily be members of the Advisory Committee or the RC with such advisory function as the Advisory Committee may think proper. The Advisory Committee may also dissolve any of such sub-committees.

5.5 The Advisory Committee shall file with ICSSR an annual return of the Members of the Advisory Committee.

5.6 The Members of the Advisory Committee or any Committee appointed by the RC or the Advisory Committee shall be entitled to remuneration as prescribed in the byelaws of the RC.

Proceedings of the Advisory Committee

5.7.1 **Presiding Authority of Meeting of the Advisory Committee**

Every meeting of the Advisory Committee shall be presided over by the Chairman and the Co-Chairman. If there shall be no Chairman and Co-Chairman, the Chairman and the Co-Chairman would appoint a Member of the Advisory Committee to Chair and conduct the meeting.

5.7.2 **Quorum** Five members of the Advisory Committee present in person along with the Chairman and Co-Chairman or their nominee shall constitute a quorum at any meeting of the Advisory Committee.

5.8 **Notice of Meeting of Advisory Committee** Not less than fifteen days notice of every meeting of the Advisory Committee shall be given to each member of the Advisory Committee. A meeting may, however, be called at a short notice – (a) if the Members of the Advisory Committee unanimously agree to waive the time limit or (b) if the Chairman / Co-Chairman decides there is an emergency and a meeting should be immediately convened.

5.9 **How to convene the meeting** Member – Secretary on the advice of the Chairman or Co-Chairman shall convene the meeting of the Advisory Committee at least once in six months in a such a manner that not more than six months elapse between any two meetings.

5.10 **Questions to be decided by Majority Vote** All questions at a meeting of the Advisory Committee shall be decided by a majority

of votes and in case of an equality of votes, the Co-Chairman or his nominee shall have the casting vote.

- 5.11 **Nature of Business** The Annual General Meeting of the Advisory Committee shall consider and pass the Annual Report and accounts of the RC for the preceding year, sanction the programme and budget estimates of the subsequent year, appoint Auditors of the RC and fix their remuneration and transact such other business as may be stated in the notice for the meeting. The Advisory Committee shall determine the general policy of the RC and pass its budget.
- 5.11.1 Any business, which may be necessary for the Advisory Committee to discuss, it may do so with the permission of the chair / Co-Chair.
- 5.11.2 **Business by Circulation** Any business which may be necessary for the Advisory Committee to transact (except such as may be placed before its meetings) may be transacted by a circular among all its members and any resolution circulated and approved by two-thirds of the members signing the circular shall be as effectual and binding as if such resolution had been passed at a meeting of the Advisory Committee.
- 5.12 **Minutes Book to be kept** Proceedings of all meetings of the Advisory Committee shall be duly recorded in the Minutes Book to be maintained by the Deputy Director/Administrative Officer and shall be open during office hours for inspection by members of the Advisory Committee.
- 5.13 The Advisory Committee shall function, notwithstanding any vacancy and no act or proceedings of the Advisory Committee shall be invalidated merely by reasons of the existence of a vacancy or vacancies among its members or any defect in the appointment or election of any of its members.

C. Finance Committee

The Finance Committee will consist of the following:

- (a) The Director of the Centre shall be the Chairman of the Finance Committee and the Deputy Director shall be its Member-Secretary.
- (b) FA&CAO, ICSSR or his nominee - Member.
- (c) Council Member of ICSSR - Member.
- (d) The Finance Committee shall be under over-all control of the Advisory Committee and without prejudice to the inherent powers of the Advisory Committee, shall exercise the powers delegated to it under the provisions of these rules and specific instructions from the Advisory Committee concerned with the administrative and financial management of the RC.
- (e) The Finance Committee, subject to overall control of the Advisory Committee, shall exercise powers, formulate proposals and initiate action on the items enumerated 5.3.4, 5.3.5, 5.3.6, 5.3.7, 5.3.8, 5.3.9, 5.3.10, 5.3.11, 5.3.12, 5.3.13 and any such delegation will not preclude the Advisory Committee to formulate proposals and initiate action *Suo motto*.
- (f) It will be custodian of the funds of the RC.
- (g) It will prepare a budget in such a form and at such a time, each year as may be prescribed in respect of the financial year and the ensuing year showing the estimated receipts and expenditure and forward the same to the Advisory Committee for its consideration and approval. Thereafter, the Budget would be submitted to the ICSSR for financial approval.
- (h) The Finance Committee shall cause to be maintained such books of accounts and other books in relation to its accounts, in such form and in such manner as may in consultation with Auditors of the RC as prescribed.

(j) The Finance Committee shall, as soon as may be after closing its annual accounts, prepare a statement of accounts in such form as the Advisory Committee may, in consultation with the Auditors of the RC, determine.

(k) It will meet at least once in four months.

(l) Three members will form a quorum with at least one representative of the ICSSR.

(m) Term of the members of the Committee shall be of three years.

6. Chairman/Co-Chairman

- 6.1 The Vice Chancellor/Director of the host institution and the MS ICSSR shall be the ex-officio Chairman and Co-Chairman respectively of the RC.
- 6.2 The Chairman and the Co-Chairman shall preside over the meetings of the Advisory Committee.
- 6.3 In case of emergency, the Chairman and Co-Chairman shall have authority to act on behalf of the Advisory Committee and to exercise any or all of their powers, provided all such actions are reported to the members of the Advisory Committee in its next meeting.

7. Director

- 7.1 The Director of the RC shall be the Chief Executive Officer of the RC.
- 7.2 His powers, duties and responsibilities shall be as defined in the Byelaws. He shall function under the broad directions and guidance of the Advisory Committee of the RC.
- 7.3 He shall be responsible for the administration of the affairs of the RC subject to the directives and guidance of the Advisory Committee.
- 7.4 He shall also represent the RC in business and legal transactions; shall receive on behalf of the RC and disburse all funds of the RC and shall sign all necessary documents on behalf of the Centre subject to the rules and directions of the Advisory Committee.
- 7.5 All law suits instituted by or on behalf of the RC shall be instituted in the name of the Director and in all such cases brought against the RC, the Director shall represent the RC.

8. **Joint Director - One of the Readers in the University in the
Action on deputation**

- 8.1 Deputy/Assistant Director shall be a whole time officer of the RC and shall be appointed by the ICSSR.
- 8.2 The Deputy/Assistant Director shall be responsible for the due custody of the records and common seal of the RC.
- 8.3 Subject to control of the Director, the Deputy/Assistant Director/Administrative Officer shall be responsible for the administration of the RC with a view to ensuring its smooth functioning.
- 8.4 He would perform such other functions as might be delegated to him by the Director / Advisory Committee.
- 8.5 Finance and Accounts Officer shall be responsible to maintain accounts and related matters of the RC.
- 8.6 Administrative Officer shall be responsible to maintain general administration and related matters.

9. Host Institution:

- 9.1 The RC will be managed in collaboration with the _____, which will be designated as 'Host Institution'.
- 9.2 The land provided by the host institution for the construction of buildings of the RC for office accommodation, hostel-cum-guest house, seminar and conference rooms, extension to the library building and the staff quarters is considered as done on the understanding that the ICSSR will have permanent occupancy rights. It will care the issue of land right use to be retained by host institute on the basis of the agreement signed between ICSSR and NEHU on 6th September 2002 and the conditions defined therein cannot be changed.

10. Funds:

10.1 The Funds of the RC shall consist of:

- (a) Budgetary allocations from the ICSSR;
- (b) Donations, contributions, endowment fund and other receipts;
- (c) Grant received from the State Government or from any other sources.

10.2 The funds of the RC shall be deposited in any scheduled Bank. All funds shall be paid into the account of the RC with the Bank and shall not be withdrawn except upon a cheque signed by the Director or any such officer/officers of the RC as may be duly empowered in this behalf by the Advisory Committee/Executive Committee and countersigned by the Deputy Director/FAO of the RC.

10.3 The income and property of the RC, howsoever; derived shall be applied towards the promotion of the objects thereof as set forth in the Memorandum of Association.

11. Budget and Programmes:

11.1. The RC shall send to the ICSSR, in the month of June every year, a detailed note on the programmes to be developed during the ensuing financial year along with the budget estimates in such form as may be prescribed from time to time. The ICSSR shall approve the

programmes of the RC and budget estimates with such modifications as may be found necessary and communicate them to the RC.

- 11.2 The Annual Budget of the RC shall be in two parts: Revenue and Capital. The Revenue Budget will have four major heads of expenditure viz (i) Salaries (ii) TA (iii) Contingencies and (iv) Programmes: Under each major head RC may have as many sub-heads as considered necessary.
- 11.3 The approval of the ICSSR would be necessary for any major changes in the programme approved from time to time.
- 11.4 It shall be open to the Chairman and Co-Chairman to delegate such powers to the Director/Joint Director/Deputy Director and the Administrative Officer and any other officer, as he may consider necessary for the day-to-day functioning of the RC.
- 11.5 As already provided in rule 12 the Executive Committee will be responsible for preparation of the Annual Budget in the manner prescribed therein.
- 11.6 The financial year for the purpose of the Annual Budget of the RC shall be from the 1st April of each year to the 31st March of the following year.

12. **Accounts and Audit**

- (i) The accounts of the RC shall be maintained in such manner and form in consultation with the auditors as provided in the rules.
- (ii) The RC shall, as soon as may be after closing its annual accounts prepare a statement of accounts in such manner as the Advisory Committee/Executive Committee may in consultation with the Auditors of the RC, determine as provided in rule 12(i).
- (iii) The accounts of the RC shall be audited by such auditors as the Advisory Committee/Executive Committee may appoint.
- (iv) The annual accounts of the RC together with the audit report therein shall be laid before the Advisory Committee meeting and

forwarded to the Indian Council of Social Science Research for approval.

- (v) The ICSSR shall have the right to carry out a test audit of the account of the RC through any person appointed by them on this behalf and such person (including Central Audit) shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect any of the officers of the RC. The representative of the Central Audit may be associated with the test audit.

Emoluments: As per rules. **Power & Functions of the Director**

1. Director of the RC shall be ex-officio Member-Secretary of its Advisory Committee and its sub-committees. He/she shall convene the meeting of the Advisory Committee in consultation with the Chairman and Co-Chairman. He shall call upon meetings of all sub-committees.
2. He/she shall have powers of supervision and control over the administration, funds and properties of the RC.
3. He/she shall be responsible for all administrative, financial and academic matters in the RC.
4. He/she shall prepare Annual Action Plans and budget proposals in consultation with Programme Advisory Committees, if any, constituted by the Advisory Committee, and other officers of the RC and place it before the Advisory Committee.
5. He/she shall be responsible for preparation of reports of the activities and financial accounts of the RC.
6. He/she shall correspond with government and other organizations on all matters relating to the activities of the RC.
7. He/she shall prescribe duties to all officers and staff of the RC and shall exercise supervision and disciplinary control, as may be necessary, subject to the Rules & Regulations and Orders of the Advisory Committee.
8. He/she shall be the officer who may sue and be sued on behalf of the Advisory Committee.
9. The Advisory Committee of the RC, its Chairman and Co-Chairman or the Government of India may from time to time, entrust such other powers and duties.

5.8.1(23)

भारतीय सामाजिक विज्ञान अनुसंधान परिषद्

(मानव संसाधन विकास मंत्रालय)

पोस्ट बॉक्स - 10528, अरुणा आसफ अली मार्ग,

नई दिल्ली - 110 067

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH

(Ministry of Human Resource Development)

Post Box No. 10528, Aruna Asaf Ali Marg,

New Delhi - 110 067

EPABX : 26741849-51 Fax : 91-11-26741836

E-mail : info@icssr.org Website : www.icssr.org

Dr. G.S. Saun
Director
Tel. No.26716692

F.No.3-18/2003/RIC

Dated: 26.12.2012

Subject: First meeting of the Chairpersons and Honorary Directors of the ICSSR Regional Centres held on 8th September 2012.

Dear Professor Rai,

I am enclosing a copy of the minutes of the First meeting of the Chairpersons and Honorary Directors of the ICSSR Regional Centres held on 8th September 2012 at ICSSR, for your information for comments. The Chairman has already seen the minutes.

Kindly send your comments, if any, to the undersigned within ten days of issue of letter.

With warm regards,

Yours sincerely,



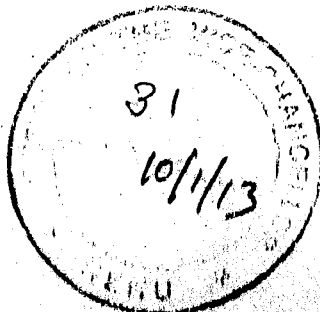
(G.S. Saun)

Professor A.N. Rai
Vice- Chancellor
North Eastern Hill University
Shillong-793022

Encl. As above

Director (MERC)

10/1/13



A.N. Rai
19/12/13

Indian Council of Social Science Research
(RIP & RC Division)

Subject: Minutes of the meeting of Chairpersons and Honorary Directors of the ICSSR Regional Centres held on 8 September 2012 at 11 a.m in the Conference Hall of ICSSR.

The first Meeting of the Chairpersons and Honorary Directors of the ICSSR Regional Centres was held on 8th September 2012 at 11 a.m in the ICSSR Conference Hall, New Delhi.

The following members attended the meeting:

1. Professor Ramesh Dadhich, Member-Secretary	Chairman
2. Professor S. Satyanarayana, Vice-Chancellor, Osmania University, Hyderabad.	Member
3. Professor Vijay Joshi, vice Vice-Chancellor, Mumbai University, Mumbai.	Member
4. Professor S.S. Jodhka, vice Vice-Chancellor, Jawaharlal Nehru University, New Delhi.	Member
5. Professor T.B. Subba, vice Vice-Chancellor, NEHU and Honorary Director, NERC, Shillong.	Member
6. Dr. P.K. Sengupta, vice Chairperson, ERC, Calcutta.	Member
7. Professor R.K. Kohli, vice Vice-Chancellor, Punjab University, Chandigarh. .	Member
8. Shri P. Krishna, vice Honorary Director, Southern Regional Centre, Hyderabad. .	Member
9. Professor Gautam Gawali, Honorary Director, Western Regional Centre, Mumbai.	Member
10. Professor Dhruv Raina, Honorary Director, Northern Regional Centre, Delhi. .	Member
11. Professor Sushanto Ghosh, Honorary Director, Eastern Regional Centre, Kolkata.	Member
12. Professor (Ms.) Surinder K. Shukla, Honorary Director, North Western Regional Centre, Chandigarh.	Member

Leave of absence was granted to the following members:

1. Profesor Sukhadeo Thorat, Chairman, ICSSR
2. Professor A.N.Rai, VC, NEHU, Shillong.

Dr.G.S.Saun, Director, Dr.S.N.M.Kopparty, Mrs.Revathy Vishwanath, Dr.S.V.Khandewale also attended the meeting.

In the absence of Chairman, ICSSR, the meeting was chaired by Prof. Ramesh Dadhich, Member Secretary, ICSSR. At the outset, Professor Dadhich welcomed the members for the meeting. He informed that Prof. S.K. Thorat, Honorable Chairman, ICSSR, was away at Hyderabad for a meeting of MHRD and conveyed his good wishes for the success of the meeting.

Member Secretary requested Dr. G.S. Saun, Director (RIC), to take up the agenda of the meeting. Thereafter, Dr. Saun presented the agenda item wise.

Item No. 1 Discussion on signing of an MoU between ICSSR and the Host Universities/Research Institute of the Regional Centre.

Member Secretary, ICSSR, briefly outlined the philosophy behind setting up of the Regional Centres in early 70s at various places in the country by the ICSSR mainly to broad base promotion of social science research in the country. These Regional Centres were set up in universities/ research institutes to reach out to the academic community and to facilitate operationalisation of various schemes, programmes and activities of ICSSR. In the early stages, it was more of an informal arrangement between ICSSR and the host Institute to run the regional centers. Over the years, several issues emerged that needed serious attention of the Council and even CAG has raised the issue of legal status of these Centres.

He reminded the members that a draft MoU was sent to all host institutes earlier & one of them has signed it whereas others have raised some reservation/apprehensions hence, those reservations need to be discussed here. He suggested that some formal frame of working arrangement should be there between ICSSR Regional Centre and the host institutes. This would enable both the Council and the host institute to understand their roles to facilitate promotion of social science research in their region.

After considerable deliberation, the following decisions were taken:

- To prepare a draft MoA between ICSSR and ICSSR Regional Centres.
- To revise the draft of MoU between ICSSR and the host Institute of the Regional Centre by taking care of the objections made by them on the issue of land right & rotation of chairmanship of Regional Centre. It was decided that the present system of retaining chairmanship by the vice chancellor of host University/Director of host institute should continue. It will care the issue of land right use to be retained by host institute.

Item No. 2: Review of Territorial Jurisdiction of Regional Centres.

Since the formation of Regional Centres in early 70s, several new states have been created like Uttarakhand, Chhatisgarh and Jharkhand to facilitate better governance and speedy development of the region. This has necessitated a relook at the geographical coverage of the regional Centres. There were suggestions to:

- Include Uttarakhand in the territorial jurisdiction of NWRC, Chandigarh to facilitate easy access to facilities.
- To bifurcate NRC and create a New Regional Centre in the Central region of India.

It was decided that these issues need some home work to be done in ICSSR & only after that a decision can be taken.

Item No. 3. Review of the Functional Role of Regional Centres.

It was suggested to decentralise some of the programmes of the ICSSR and delegate them to Regional Centres for better governance and quick decision – making. It was decided :

- To extend outreach programmes to remote areas to create awareness about the facilities/activities of ICSSR.
- To create a repository of Social Scientists by the Regional Centres working in public/private/deemed universities/colleges/research institutes with their subject area specializations so that their expertise can be utilized by the ICSSR.
- To organize a National Social Science Congress to give away Amartya Sen awards in Social sciences as announced by MHRD.
- To give awards for outstanding research papers published in social science journals in a given period.

Item No. 4. 6th Central Pay Commission (CPC) to Regional Centres.

The members were informed that the Ministry of HRD wants to ensure whether proper procedures were followed by the ICSSR Regional Centres in recruitment of their staff, pay scales etc before the implementation of 6th CPC. In this regard, it was decided that:

- Each Regional Centre should submit a list of employees working in the Centre with their designation, scale of pay etc.
- They should submit a certificate that they have followed the service rules of the Central/State Government, as applicable.
- They issue a certificate that they have followed due procedures in the selection of staff.

The Committee was assured that on submission of this information by all Regional Centres, the matter will be taken up with MHRD for the implementation of 6th CPC.

Item No. 5. Plan allocation for the financial year 2012 – 13.

The committee was informed that for the current financial year 2012 – 13, each Regional Centre has been allocated Rs.20 Lakhs as Development grant and Rs.30 lakhs as Research promotion grant. The ERC and NERC will get the balance amount of their building grants amounting to Rs.79.40 lakhs and Rs.62 lakhs respectively. Hence, no separate development grant was allocated to these centers. In view of the unspent balance of plan grant during the last financial year (2011 – 12) available with some regional centers, it was decided that unspent balance will be adjusted in the allocation of plan grant for the current financial year of the regional Centres and if need be, this practice may be followed in future too.

Item No. 6. Proposed annual meeting of Regional Centres.

The proposal to organize an annual meeting the regional Centres was deliberated upon. It was decided:

- To hold an annual meeting of the Regional Centres hereafter to discuss their problems and to find appropriate solutions.

Item No. 7. Inputs from the Chairmen/ Honoray Directors of the Regional Centres.

The proposed action plan for the year 2012-13 received from NRC, Delhi, NWRC Chandigarh and SRC, Hyderabad were discussed. It was felt that grant for seminars, projects etc. awarded by the Regional Centres was inadequate. It was, therefore, decided:

- To increase the ceiling for seminar grant from the present level of Rs.75,000/- to Rs. 1,50,000/- per seminar.
- To increase the ceiling for the Research project grant from the present level of Rs.1.5 lakhs to Rs.2 lakhs per project.

The Honorary Directors of Regional Centres thanked the Member-Secretary, ICSSR for the new initiatives and larger allocation of plan grant for the current financial year to them. This, they expressed, would enable them to promote the activities of the ICSSR in a big way in their region.

The meeting ended with a vote of thanks to the Chair.



5:8:1(30)
भारतीय सामाजिक विज्ञान अनुसंधान परिषद

पूर्वोत्तर क्षेत्रीय केन्द्र

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH

NORTH EASTERN REGIONAL CENTRE

NEHU Campus, Shillong - 793022

ANNEXURE - 'A'
Phone : 0364 - 2550436, 2550432 (O);
2501817 (R)
Fax : 0364 - 2550428 (Fax)
e-mail : icssr_nerc@hotmail.com
website : www.icssrnerc.org

C J Thomas
Deputy Director

F.No.11.36/NERC/MoU-ICSSR-NEHU/2011-960

3
11/3/13
March 1, 2013

The Registrar
North Eastern Hill University
Shillong - 793022

Dear Sir,

This has a reference to the modified Memorandum of Understanding between ICSSR, New Delhi and NEHU.

I have been directed by the Vice-Chancellor, NEHU and Chairman, ICSSR-NERC to send a draft Memorandum of Understanding (Annexure I) prepared by the ICSSR, New Delhi for placement in the EC of NEHU and I am also enclosing a copy of the letter sent by Dr G.S. Saun, Director, ICSSR addressed to the Vice-Chancellor (Annexure II) for your kind information.

With regards,

Yours sincerely,

(C J Thomas)

encl.: aa

6060
11/3/13

Put-up.
urgent.
See 27...
05/3/13
S.O. (Acad)

6:1:1(1)

6: - **ADMINISTRATIVE MATTERS:**

6:1: - **Selection Committee:**

- To consider :
- (i) The recommendation of the Selection Committee for the post of Professor in SAIF.
 - (ii) The recommendations of the Screening Committees Expert Committees and Selection Committees pertaining to the faculty positions.
 - (iii) The recommendation of the Departmental Promotion Committee pertaining to Grup 'A' Non-Teaching posts.

During the month of March, 2013, there were number of Committees such as Screening Committees, Expert Committees and Selection Committees, to consider promotion/appointment to various grades pertaining to faculty positions. In addition, there were Departmental Promotion Committees to consider promotion of Assistant Registrar to the post of Deputy Registrar and Section Officer to the post of Assistant Registrar respectively.

The recommendations of various Committees will be tabled by the Chair for consideration of the Council.

6:2:1(1)

6:2: - Appointment/Creation/Up-gradation of post/ Confirmation/ Extension/Option/Transfer/ Release/Termination etc:

- (i) Appointment of Head, Department of Tourism and Hotel Management, NEHU, Shillong.

Dr. B.F.Lyngdoh, Assistant Professor was appointed as teacher-in-charge of the Department of Tourism and Hotel Management, NEHU, Shillong wef. 25.09.2012. and until further orders.

Meanwhile Dr. Mir. Abdul Safique is Joined this University as Associate Professor in the Department of Tourism and Hotel Management, NEHU, Shillong wef. 09.11.2012.

The Vice-Chancellor, under Statute-7 of the NEHU Act-1973, recommends the name of Dr. Mir. Abdul Safique as Head of the Department for a period of 3(three) years.

The matter is placed before the Council for consideration.

6:2:2(1)

(ii) Appointment of Head, Department of Adult & Continuing Education.

Prof. E. Jyrwa was appointed as Head of the Department of Adult & Continuing Education, NEHU wef. 17.05.2010 for a period of 3 years. Thus, she would complete the term of her office on 16.05.2013.

In order to consider the appointment of next Head of the Department in accordance with provision laid down under Statute-7 of NEHU Act 1973, the name of other Professor/Associate Professor available in the Department are listed below:

<u>Sl.</u>	<u>Name & Department</u>	<u>D.O.J</u>	<u>Date of Supn</u>	<u>Headship held earlier</u>
1.	Prof. E.Jyrwa	27.07.06	31.05.24	17.05.10 to 16.05.13
	<u>Associate Professor</u>			
2.	Dr. B.P.Sahu	21.12.06	31.05.2030	01.12.07 to 16.05.10.
3.	*Dr. Jemino Mawthoh	15.01.10	31.01.2030	-
	*Elected as member of lthe Legislative Assembly in 21-Nongthymmai(ST) Assembly Constituency, Meghalaya held on 23.02.2013.			

Keeping the above faculty position in view, and in accordance with the provision laid under NEHU, Act 1973, the Vice-Chancellor recommends the name of Dr. B.P.Sahu to be appointed as the next Head of the Department for a period of 3 years wef.17.05.13(FN) vice Prof. E.Jyrwa..

The matter is placed before the Council for consideration.

6:2:3(1)

(iii) Appointment of Head, Department of Sociology.

Prof. Nikhlesh Kumar was appointed as Head of the Department of Sociology, NEHU wef. 01.04.2011 and till the date of his retirement on superannuation i.e. upto 31.05.2013. Thus, he would complete the term of his office as Head on 31.05.2013(AN).

In order to consider the appointment of next Head of the Department in accordance with provision laid down under Statute-7 of NEHU Act 1973, the name of other Professors available as per seniority in the Department are listed below:

<u>Sl.</u>	<u>Name & Department</u>	<u>D.O.J</u>	<u>Date of Supn</u>	<u>Headship held earlier</u>
1.	Prof. C.L.Imchen	27.07.98	30.09.2020	01.04.08 to 31.03.11
2.	Prof. I.L.Aier	07.10.09.	31.08.2019	-

Keeping the above faculty position in view, and in accordance with the provision laid under NEHU, Act 1973, the Vice-Chancellor recommends the name of **Prof.I.L.Aier** to be appointed as the next Head of the Department for a period of 3 years wef.**01.06.2013(FN)** vice Nikhlesh Kumar.

The matter is placed before the Council for consideration.

6: - **ADMINISTRATIVE MATTERS:**

6:7: - **Others:**

- (i) Effective date for charging the premium towards sharing of expenses for common facilities and payment of token revenue for the land.

The Executive Council in its 152nd meeting held on 29th October, 2012, vide Resolution No:EC:152:2012:6:7(iv) on the item, "sharing of expenditures", approved the rate chargeable from the Organisations operating from NEHU Campus. Besides, the Executive Council has also fixed a rate of Rs.100/- per acre per year as a token revenue for the land allotted to the Organisations who has operated from NEHU Campus as well as those who are in the state of preparation.

However, the cut off date from which the Organisations will pay the above revenues is required to be specific for which the matter was referred to the Internal Audit for examination and the effective dates proposed is as under:

- a) For payment of revenue towards sharing the expenditures on common facilities, it shall be applicable with effect from the date the concerned Organisation commences its operation from NEHU Campus and ,
- b) For payment of token revenue for the land the cut off date shall be with effect the date of signing of the Memorandum of agreement for allotment of land.

The matter is placed before the Council for approval.