

NORTH-EASTERN HILL UNIVERSITY
Shillong -- 793 001

THIRTYTHIRD MEETING

of the

EXECUTIVE COUNCIL

NORTH-EASTERN HILL UNIVERSITY
Shillong -- 793 001
A G E N D A

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of the

Saturday, the 26th March, 1983
EXEC Shillong NCIL

NORTH-EASTERN HILL UNIVERSITY
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AGENDA FOR THE THIRTYTHIRD MEETING OF THE EXECUTIVE COUNCIL

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Confirmation of the Minutes of the 32nd
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The Minutes of the 32nd meeting of the Executive Council were circulated amongst the members with a request to give comments/suggestions on the Minutes. Since no comments were received from the members, the Minutes may be taken as confirmed.

REPORTING ITEMS :

Item No. 2

2:1 Nomination of University Representatives
to the Governing Body of Lady Keane Girls'
College -

As decided in the 25th meeting of the Executive Council, (vide Resolution No. EC:25:81:11), the Vice-Chancellor has nominated Dr(Mrs.) Helen Giri, Reader, Department of History and Dr P.S.Ramakrishnan, Professor, Department of Botany, as representatives of the University to the Governing Body of Lady Keane Girls' College.

The action taken by the Vice-Chancellor is reported to the Executive Council for information.

Item No : 2:2

GRANT OF STUDY LEAVE TO SHRI KAMAL KISHORE DAS,
PROFESSIONAL ASSISTANT, LIBRARY DEPARTMENT, MEHU,
Shillong.

Shri K.K. Das, Prof. Asstt. has applied for the grant of Study Leave for 1(one) year with effect from 1.2.83 to 31.1.84 to enable him to prosecute studies in M.Lib.Sc. Course in Aligarh Muslim University.

As per Rules, Study Leave can be granted to non-teaching staff who has rendered more than five years of service in the University. The above employee has rendered more than 5 years of service.

According to the existing Leave Rules of the Government of India which have been made applicable to the Administrative Staff(Non-teaching) of the University, the relevant conditions which govern the grant of Study Leave are :-

1. Course of Study/Specialised Training - Granted to a government servant with due regard to the exigencies of public service to enable him to undergo, in or out of India, special course of study consisting of higher studies or specialised Training in a professional or a Technical subject having a direct and close connection with the sphere of his duty.
2. A government servant granted study leave can draw leave salary equal to the pay without allowance other than Dearness Allowance which he draws while on duty immediately before proceeding on such leave. Payment of leave salary shall be subject to furnishing of Certificate to the effect that he is not in receipt of any Scholarship, Stipend or remuneration.

Shri Kamal Kishore Das who joined the Department of Library of this University as Professional Asstt. on 14.7.75, proposed to undergo the M.Lib.Sc. Course as the same is having a direct and close connection with the sphere of his duty.

Accordingly, Study Leave for a period of one year with effect from 1.2.83 to 31.1.84 was granted to Shri K.K. Das in terms of Para I above to enable him to prosecute his studies in M.Lib.Sc. Course in the Aligarh Muslim University.

The matter is placed before the Executive Council for information in terms of the E.C. Resolution, EC:29:82:20.

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Item No. 2:3

GRANT OF EXTENSION OF STUDY LEAVE TO SHRI P.K. MITRA,
PROFESSIONAL ASSISTANT, LIBRARY DEPARTMENT, N.E.H.U.,
SHILLONG.

It may be recalled that the Executive Council (Vide its Resolution EC:26:81:15) had agreed that Study Leave be granted to Shri P.K. Mitra, Prof. Asstt., Library Department during the Academic Session 1981-82 for enabling him to prosecute higher studies in M.Lib.Sc. Course in the University of Burdwan.

Accordingly, Shri P.K. Mitra was allowed to avail of Study Leave for a period of 1 year with effect from 4.7.1981 to 3.7.1982. Subsequently, Shri P.K. Mitra had prayed for extension of Study Leave for a further period of 3 months & 19 days, w.e.f. 4.7.82 to 20.10.82 as the final M.Lib.Sc. Examination could not be held within the session 1981-82.

Accordingly, extension of Study Leave for a further period of 3 months and 19 days, with effect from 4.7.82 to 20.10.82 was duly granted to Shri P.K. Mitra by the Vice-Chancellor, as a special case.

The matter is placed before the Executive Council for information in terms of the E.C.'s Resolution EC:29:82:20.

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Item No. 2

RATIFICATION OF ACTION TAKEN BY THE VICE-CHANCELLOR :

- 3:1 - Grant of study leave to Shri C. Thanthianga, Lecturer, in Zoology, Pachhunga University College, Mizoram -

Shri C. Thanthianga, Lecturer in Zoology, Pachhunga University College, Aizawl has applied for study leave with effect from 21st December, 1982 for a period of three years. Considering the request of Shri C. Thanthianga, the Vice-Chancellor has granted him study leave for a period of three years.

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

- 3:2 - Study leave to Shri B.K.Sharma, Lecturer, Department of Zoology -

To enable Dr B.K.Sharma to join the P.G. Training Course at Vienna, Austria, the Vice-Chancellor has granted him study leave for the period from 7th February, 1983 to 31st October, 1983 and also granted payment of a sum of Rs 7,000/- to Dr Sharma to enable him to meet the travel expenses for going to Vienna.

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

Contd/...

- 3:3 - Payment of House Rent Allowance/City
Compensatory Allowance to
Shri S.L. Marbaniang, Lecturer,
Department of Mathematics -

Subject to the ratification of the Executive Council, the Vice-Chancellor has granted payment of House Rent Allowance/City Compensatory Allowance to Shri S.L. Marbaniang, Lecturer, Department of Mathematics for a period of two years with effect from September, 1980.

The matter is placed before the Council for ratification.

- 3:4 - Payment of House Rent Allowance/City
Compensatory Allowance to Shri A. C.
Mahapatra, Lecturer, Department of
Geography -

As per Clause 10(vi)(b) of the Ordinance regulating leave to teachers, the Vice-Chancellor has granted payment of House Rent Allowance/City Compensatory Allowance to Shri A.C. Mahapatra, Lecturer, Department of Geography, NEHU, who is on study leave for a period of six months with effect from the month of October, 1982.

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

- 3:5 - Institutional Membership Fee -

On the request from the Executive Secretary of the SUNCOM-82, to the University to become a member, the Vice-Chancellor has granted payment of Rs 5,000/- as an Institutional Membership Fee to the Executive Secretary of the SUNCOM-82 in connection with the International Symposium on "Problems of Development of the Under-Privileged Communities in the Third World Countries" held on October 2-8, 1982.

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

3:6 Study Leave to Dr. Surjit Singh, Lecturer,
Department of Physics.

On the request of Dr. Surjit Singh, the Vice-Chancellor has granted him Study Leave for the period of One year with effect from 1st February, 1983.

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

3:7 : Resignation of Dr.J.P.Srivastava, Reader,
Deptt. of Education, NEHU, Mizoram Campus.

Dr.J.P. Srivastava, Reader, Deptt. of Education
North-Eastern Hill University, Mizoram Campus, joined the
University with effect from 26th August '82.

Dr. Srivastava tendered his resignation on
30.9.82 to take effect from 1.11.82 on Private grounds.
Considering satisfactory performances of Dr.Srivastava
during the short span of time the Vice-Chancellor had a
personal interview with him and requested him to have a
second thought before his resignation is accepted.

Subsequently the Vice-Chancellor had to accept
the resignation of Dr.Srivastava on the basis of the circum-
stances explained by Dr.Srivastava and released him from
this University with effect from 1st November 1982 subject
to ratification by the Executive Council.

Clause 11 of the Ordinance regarding service
conditions resignation etc states as follows :- " A teacher
may, at any time, terminate his engagements by giving the
Executive Council three months notice in writing provided
that the Executive Council may waive the requirement of
notice at its discretion ".

The action of the Vice-Chancellor is reported
to the Executive Council for ratification.

Item No :- Grant of E.O.L. to Shri C.P.Tiwari,
Reader-in-Charge, Department of Conti-
nuing Education.

Shri C.P.Tiwari, Reader-in-Charge, Continui-
ing Education requested for grant of E.O.L. for 2(two)
years to enable him to take up his new assignment as
Associate Fellow with the D.I.P.A New Delhi.

The offer of appointment was on deputation
basis without deputation allowance for a period of 2(two)
years as Associate Fellow in the Scale of pay of Rs.1100-50-
1600. Provision for option to draw N.E.H.U. Scale of pay
without any deputation allowance was also made with the
exception that in no case it will exceed the maximum of
the Pay Scale of Associate Fellow i.e. Rs.1600/-

The E.C. in its meeting held on 24.5.82
vide its resolution No.EC.30:82:13 approved to release
Shri C.P.Tiwari on deputation basis without any deputation
allowance.

According to the Ordinance regulating
leave to teachers of this University, there is no provision
for deputation. The teacher also personally requested for
the grant of E.O.L. for two years, as the deputation is
likely to create some complications for him with the
Ministry of Education.

Accordingly, Vice-Chancellor, agreed to
grant him E.O.L. for two years w.e.f. 20.6.82 instead of
lien. Subject to ratification by Executive Council.

The matter is placed before the E.C. for
reconsideration.

E.C. Agenda Item No. 3:9

Item No : Grant of Extra-Ordinary Leave to Dr. Asit Banerjee, Reader, Deptt. of Economics, NEHU for a period of 2(two) years with effect from 1.6.'82.

Dr. A. Banerjee, Reader, Deptt. of Economics applied for grant of lien for a period of 2(two) years with effect from 1.6.'82 to enable him to join the post of an Associate Professor in the Institute of Financial Management Research, Madras.

The E.C. in its 30th meeting held in the month of May '83 granted lien for 2(two) years to Dr. Banerjee instead of E.O.L. as per Provisions of the Ordinance.

An Extract of the Executive Council Resolution is placed below :-

EC:30:82:11: " Resolved that Dr. A. Banerjee Reader, Deptt. of Economics be granted lien for a period of two years as a special case to enable him to take up an Assignment as Associate Professor in the Institute of Financial Management Research, Madras, subject to the provisions of the Ordinance since the study may be of use in building expertise in the Department."

The granting of Extra-Ordinary Leave to the Academic staff to take up appointment elsewhere is governed by Clause 8(ii) of the Ordinance.

Dr. Banerjee is a permanent teacher of this University. He joined the University on 18.7.'79.

Since there is no provision in the Ordinance for granting of lien to a teacher for taking up an appointment the Vice-Chancellor, NEHU, has been pleased to grant E.O.L. to Dr. Banerjee for 2(two) years instead of lien subject to ratification by the Executive Council.

The matter is reported to the Executive Council for reconsideration.

E.C. Agenda Item No. 3:10

Item No. :3:10. Extra-Ordinary Leave of Dr.Sandeep Chawla,
Lecturer, Deptt. of History, NEHU, Shillong.

Dr. Sandeep Chawla applied for grant of Extra-Ordinary Leave for 2 (Two) years with effect from 15.3.'83 to enable him to take up a new appointment as Lecturer at Jamia Millia Islamia, New Delhi. Later he applied for grant of E.L. for 15 (Fifteen) days with effect from 15.3.'83 to 29.3.'83 combined with E.O.L. for 2 (two) years with effect from 30.3.'83.

The application of Dr.Chawla for the said Post was forwarded by this Office and necessary 'No Objection Certificate' was issued by the University for interview. Dr.Chawla joined this University on 19.6.'78 and his services in the University has since been confirmed.

Extra-Ordinary Leave may be granted to the teachers to enable them to take up new appointment outside the University in terms ~~of~~ of Clause 8(ii) of the Leave Ordinance of the University.

The Vice-Chancellor, North-Eastern Hill University, Shillong has granted E.L. for the period of 15 days with effect from 15.3.'83 to 29.3.'83 combined with Extra-Ordinary Leave for 2 (two) years with effect from 30.3.'83 subject to ratification by the Executive Council.

The case is placed before the Executive Council for consideration.

Item No. 4

DEFERRED ITEMS

- (a) 4:1 Introduction of provisions similar to those of the CCS (Pension Rules, 1972) regarding the effect of departmental/judicial proceedings on the Retirement Benefits, etc. -

The Executive Council in its meeting held on the 4th December, 1982, had deferred consideration of the following Item. The same is reproduced below for consideration of the Council:

"The UGC in their letter No. F.26-26/81(NP-I) dated 27.2.1982 while forwarding the instructions contained in the Joint Secretary, Ministry of Education & Culture, D.O. letter No. D.33011/10/81-Vig. dated 19th May, 1982 desired that similar provisions be incorporated in the NEHU Retirement Benefit Rules. The following relevant provisions of the CCS Pension Rules are given below:

- (a) A departmental proceeding if instituted while the Govt. servant was in service whether before his retirement during his re-employment, shall, after the final retirement of the Govt. servant be deemed to be proceeding under Rule 9 of the above mentioned Pension Rules and shall be continued and concluded by the authority by which it was commenced in the same manner as if the Govt. servant had continued in service.

On retirement, the Govt. servant is paid provisional pension but not gratuity, the payment of which is authorised only after the conclusion of proceedings and issue of final orders thereon.

- (b) A departmental proceeding against a pensioner can also be instituted in respect of an event which took place not more than 4 years before such institution.

Contd/...

(c) The President has the right to withholding or withdrawing pension or part thereof, whether permanently or for a specified period and of ordering recovery from a pension of the whole or part of any pecuniary loss caused to the Govt. if in any Department or judicial proceeding the pensioner is found guilty of grave misconduct or negligence during the period of his service including rendered upon re-employment after retirement.

In view of the above instructions, the above provisions of the CCS (Pension Rules) of 1972 may perhaps be incorporated in the NEHU Retirement Benefit Rules for those employees holding pensionable post.

As regards, employees holding non-pensionable posts (those who are subscribers to the CPF) and who are entitled to the University share contribution at the prescribed rate, it has been suggested in the above D.O. letter that similar provisions be incorporated in the NEHU Retirement Benefit Rules also.

In view of the instructions, it may perhaps be considered that the University contribution may be impounded in respect of employees holding non-pensionable posts."

ACADEMIC MATTER :

Item No. 5

Deputation to the 13th Commonwealth Universities Congress to be held at the University of Birmingham, August, 1983.

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The Association of Commonwealth Universities has invited the Vice-Chancellor of the North Eastern Hill University to take part at the CONFERENCE OF THE EXECUTIVE HEADS OF COMMONWEALTH UNIVERSITIES to be followed by the 13TH QUINQUENNIAL COMMONWEALTH UNIVERSITIES CONGRESS to be held at BIRMINGHAM UNIVERSITY from 11th August to 14th August, 1983 and from 14th August to 19th August, 1983 respectively. The Vice-Chancellor has been specially requested to take part in the deliberation of the Topics on (i) THE CONTRIBUTION OF UNIVERSITIES TO INTEGRATED RURAL DEVELOPMENT and (ii) THE CONTINUING EDUCATION.

In this connection, the Association have expressed their inability to bear the Travelling and other expenses for the participants and that the sponsoring Institutions would have to bear for the same. The matter is therefore, placed before the Executive Council for consideration of the expenses to be incurred by the Vice-Chancellor in connection with his attending the above noted conference.

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Item No.5:2

To consider the revised Ordinances on the Master of Philosophy and the Doctor of Philosophy Programmes.

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With the constitution of the Board of Research Studies and the introduction of M.Phil (Special) it has become necessary to revise the whole provisions of the existing M.Phil and Ph.D. Ordinances. The Academic Council at its meeting held on 16-17th March, 1983 had in depth considered the provisions of the Ordinance 12 & 13 pertaining to the Master of Philosophy and Doctor of Philosophy respectively and recommended the revised Ordinances (which may be seen at annexures A & B) to the Executive Council for consideration and approval.

The Academic Council had also proposed that the revised Ordinances be made applicable to the students enrolling from the year 1983 and that the University may by notification repeal the whole existing provisions of the concerned Ordinances on any date when it deems necessary in order that they may be replaced by the revised Ordinances.

Placed before the Executive Council for consideration.

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ORDINANCE 12 'OF THE MASTER OF PHILOSOPHY (M.PHIL) DEGREE PROGRAMMEObjective

1. The University shall organise an M.Phil programme with the objective of providing deeper insights in the relevant subject, broadening horizons emphasising the unity of all knowledge formally divided in numerous disciplines equipping scholars with necessary tools and practical experience for further researches in different fields. This shall be the first research degree of the University. The University may also organise a special programme of M.Phil, hereafter referred to as M.Phil (Special), for teachers in the college which will additionally aim at improvement of the teaching skills of college teachers.

Structure

2. (i) The M.Phil programme shall comprise two parts, viz.,
 (a) course work, and (b) dissertation/project work.
 The two parts shall have equal weightage.
- (ii) The M.Phil (Special) programme shall comprise four parts, viz., (a) course work, (b) readings in the subject, (c) teaching methodology and practice, (d) dissertation. The weightages of the four parts shall be 25:25:15:35 respectively.

Course Work

3. (i) The course work for the M.Phil programmes shall be as follows:-
 (a) M.Phil - four courses covering one full semester.
 (b) M.Phil (Special) - Two courses in three months **comprising** two spells of two months and one **month**.
- (ii) Each department shall organise a number of core courses in the subject aimed at giving deeper insights to the students. Each department shall also organise, as far as possible, one or more general courses in the subject with inter-disciplinary approach covering a wider area. At least one course shall also be organised at the school level.

-: 2 :-

- (iii) Every M.Phil scholar shall offer one school-level course, two core courses and one course outside the Department other than the School level course. Provided that the teacher scholar pursuing M.Phil (Special) programme may offer two core courses within the department.
- (iv) The M.Phil/M.Phil (Special) scholars will be required to attend and participate in not less than six/three seminars which will be organised by the Departments for the purpose of discussing new results, developments in the subject and/or interpretation of the data. Each scholar shall be required to take at least two seminars - one in the early phase of his dissertation/project work and another just before concluding his work.

Admission

4. (i) Admission to M.Phil courses shall be as far as possible twice a year - 1st September and 1st March. No mid-semester admission shall be allowed.
- (ii) Students securing not less than 55% marks in the Master's examination of the University shall be eligible for admission to the M.Phil programme. Provided that in the case of the students belonging to Scheduled Tribes or Castes those securing not less than 50% marks may be eligible.
- (iii) Each school shall organise an admission test including an interview, if necessary, to assess the aptitude and potential for research of the applicants. Only those who secure 55% marks or more in the admission test amongst general candidates and 50% or more amongst SC/ST candidates shall qualify for admission to the Course.
- (iv) All teachers working in the constituent and affiliated colleges of the University and recognised as University teachers shall be eligible for admission to M.Phil(Special) course. The teachers working in colleges under the jurisdiction of other Universities may also be admitted subject to availability of seats and their satisfying such conditions as may be laid down by the School Boards, preference being given to those in the North Eastern Region.

Duration

5. (i) A scholar should normally complete his M.Phil in not more than three semesters, the first semester being devoted to course work. An extension of one semester may be allowed in suitable cases by the University.

(ii) The M.Phil(Special) programme shall be spread over not more than four semesters beginning with a course work for two months followed by study, research and teaching in the college of the scholar for one academic year and final rounding up in the University campus for not less than one month.

(iii) In case a candidate, after clearing the course work, discontinues his research work for some unforeseen reason, on being satisfied about the grounds for discontinuance may condone a break of not more than four semesters and the candidate may be allowed to resume his work by the Research Council. If the break is for more than four semesters the scholars shall seek fresh admission to the appropriate course.

Attendance

6. (i) An M.Phil student will be required to attend all seminars and lectures organised by the Department. If the attendance of a candidate is less than 80% of the total lectures or less than requisite number of seminars laid down in 3(iv) above, the Board of the School may, on the recommendation of the Department concerned, remove the name of the student from the rolls.

(ii) Each scholar, after successfully completing his course work, shall take up the research/project work under a Supervisor to be appointed by the Department. During this phase, the student shall spend not less than six months in the University campuses or the field before he is eligible to submit his dissertation/project report.

Evaluation of Course Work

7. 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.

Areas of Research

8. (i) Each department shall prepare a broad perspective of their research programme including the major thrust areas keeping in view the special responsibility of the University in terms of Section 4 of the NEHU Act, 1973, national priorities, research potential in the region, the advancing frontiers of knowledge in each subject, available research facilities in the University, special interests of the members of the faculty, etc., which may be reviewed from time to time and approved by the Academic Council.
- (ii) Each department shall also prepare a list of topics of research/project work for M.Phil by about the month of October each year which will be made available to M.Phil scholars. Each scholar may select one or more topics out of this list or may indicate one or more topics, not included in the list but preferably falling within the broad perspective referred to above and submit the same to the department by the end of November.
- (iii) The department may consider the topics so submitted by the scholars and provisionally allocate one topic each to each scholar and also assign a Supervisor to each student.

-: 5 :-

- (iv) The Supervisor and the scholar concerned shall prepare an outline of the proposed research/project work of the scholar giving the scope of the work, methodology, etc. to the Department. The proposals of such candidates, as may clear the course work, may be submitted to the School Board for their approval who will forward the same to the Board of Research Studies for final confirmation.

Review of Progress

9. (i) The Supervisor shall submit a bi-monthly progress report on each scholar to the department who will review the progress and submit a consolidated report on all M.Phil scholars in the department to the School Board and the Board of Research Studies.
- (ii) In case the progress of a student is not satisfactory, the School Board, on the recommendation of the Department, may remove him from the Rolls.
- (iii) When the scholar completes his study and is at the stage of writing the Thesis, he shall prepare a brief paper incorporating the findings of his research and present it in a seminar to be organised by the Department for the purpose and defend the same. On successful defence, he may finalise his thesis.

Submission of Dissertation/Project Report

10. (i) The Supervisor shall submit to the School Board the brief paper referred to above or a revised paper along with the conclusion of the seminar to the School Board. He shall also submit a panel of not less than four external examiners who may forward the same to the Board of Research Studies for approval.

-: 6 :-

- (ii) A candidate shall submit his dissertation/Project report through the Department under a certificate from his Supervisor that the dissertation/Project work incorporate the student's bonafide researches and that these have not been submitted in support of an application for another degree of this or any other University or Institute of Learning.
- (iii) The application for submission of the dissertation/Project work shall be countersigned by the Head of the concerned Department.

Final Evaluation

11. (i) The dissertation/project report shall be examined by two examiners, at least one of whom shall be a person not connected with the University, to be appointed by the Executive Council on the recommendation of the Board of Research Studies.
- (ii) Each examiner shall, after checking the thesis/project report submitted by the candidate for the award of the M.Phil Degree, submit a report to the University containing a clear recommendation whether in his opinion, the thesis/project report could be accepted for M.Phil Degree or whether the thesis/project report should be revised.
- (iii) A thesis/project report should be accepted for the award of the degree of Master of Philosophy on the unanimous recommendation of the examiners. If there is a difference of opinion, it should be referred to a third examiner to be nominated by the Vice-Chancellor out of the panel already appointed by the Executive Council.

-: 7 :-

- (iv) In case the examiners suggest some modifications/improvements of the thesis on certain suggested lines or pointed out certain lacunae in a thesis/project report the candidate should be asked to reply or to modify the thesis on the suggested lines and to re-submit the thesis/project within a period of six months of the communication of the decision.
- (v) The report of the examiners shall be submitted to the School Board, who on being satisfied, may recommend to the Academic Council through the Board of Research Studies that the M.Phil degree may be awarded to the candidate.
- (vi) A thesis/project report which has been resubmitted shall be examined by the original examiner unless any one of them is, or both of them are unable ~~or~~ unwilling to act as such, in which case another examiner(s) may be appointed.
- (vii) No candidate shall be permitted to re-submit his thesis/project/report for the award of the M.Phil degree more than once.

Academic Staff and Organisation

- 12. In order to conduct the M.Phil programme a department shall have, unless specially allowed by the Academic Council in this regard, at least four teachers with a Ph.D. Degree and/or equivalent published work, the quality of which shall be judged by the School Board concerned.

Removal of Difficulties

- 13. Notwithstanding anything contained in the above ordinances, the Vice-Chancellor may take such measures as may be necessary in respect of candidates for M.Phil who were admitted to the University during 1982 or earlier.

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ORDINANCE 13 - "OF THE DOCTOR OF PHILOSOPHY (PH.D) PROGRAMME.

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ELIGIBILITY:

1. A candidate who has successfully completed M.Phil programme of this University in the subject in which the candidate proposes to pursue the course of research, or in an allied subject, may be admitted as a candidate for the Ph.D. programme.

Provided that, on the recommendations of the Department concerned and after the approval of the School Board, persons belonging to the following categories be permitted to be registered directly for the Ph.D programme:-

- (i) students securing 'A' grade or 60% and above in the course work of M.Phil programme of this University;
- (ii) teachers of colleges affiliated to this University, who have a minimum of three years of teaching experience;
- (iii) persons who have taken M.Phil Degree from another University recognised by this University and have secured at least 'B' grade with a grade point average of 4.00 (or 55 % marks) in the M.Phil examination;
- (iv) persons who have completed atleast three years of research in a research laboratory/institute and
- (v) any other person who on the basis of his qualification and experience is of sufficient merit to be admitted directly.

REGISTRATION:

2. The application for registration for Ph.D. shall be made to the Department concerned in the proforma as may be prescribed by the University along with a detailed research proposal including the topic, scope of its study, tentative hypothesis, research methodology including sampling design, where necessary. The Department shall forward the research proposal along with its comments to the School Board.
- 3.1. The School Board shall forward the research proposal to two experts in the area of research who may be preferably members of the concerned Board of Post Graduate Studies, School Board, for their opinion about the suitability of the topic, adequacy of its scope, research methodology etc., as also on the fact that it is not repetition of earlier work in the area. On the basis of the observation of the experts and on their own the Board shall satisfy itself that:-

contd....

- (a) research in the proposed subject can be profitably pursued;
- (b) the research work can be suitably undertaken at the University; and
- (c) the candidate possesses the competence for the proposed research.

3(ii) If the School Board is so satisfied it may, subject to confirmation by the Board of Research Studies, admit the candidate provisionally as a candidate for the Ph.D. Degree.

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 a case, 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) The Supervisor shall be a Professor, Reader or a Lecturer with atleast three years experience of independent Post-Doctoral research.

FINAL REGISTRATION:

5(i) The scholar shall submit a report with recommendation of his Supervisor through his Department to the School Board as soon after one year of his preliminary registration as possible, but not later than eighteen months, about the progress of his work with reference to the scope of the topic, the provisional hypothesis, research methodology including sampling design, etc., with proposal for modification, if any, in the topic, or its scope, or any other element in his research proposal with reasons therefor. The School Board may forward the same to the Board

Contd....

Board of Research Studies with their observations who may admit the scholar finally as a candidate for Ph.D.

- (ii) If a candidate does not seek final registration within the stipulated period, the provisional registration shall lapse and it shall be deemed that the candidate has discontinued his studies and his registration shall lapse automatically. If a candidate wishes to resume his research, he shall seek fresh provisional admission in accordance with the provisions of this Ordinance.

DURATION:

6. No candidate shall be permitted to submit the thesis for the Ph.D Degree, unless he has pursued a course of research at the University for not less than two years from the date on which his candidature has been provisionally registered.

7(i) The name of a candidate shall be removed from the rolls of the University, if he fails to submit his thesis within four years of the date of his provisional registration.

Provided in exceptional circumstances, the School Board, on the recommendation of the concerned Board of Post-Graduate Studies may extend the registration of the candidate at his request, for one more year and if the thesis is not submitted within that period, the registration will lapse automatically.

(ii) If a candidate whose registration has lapsed by virtue of the provision of subclause (i) above, wishes to complete his work, he may apply for re-registration within one year of the date when his registration lapsed and he may, on the recommendation of the Department concerned, be permitted to be re-registered as a candidate for the Degree. After such re-registration the candidate may submit his thesis at any time during the two years following the re-registration but not later.

INELIGIBILITY FOR EMPLOYMENT ETC:

8. Before completing the minimum period prescribed in Clause 7.1, no candidate -

- (a) shall undertake any employment provided that those engaged in teaching and research in the affiliated colleges of this University and other institutions recognised for this purpose by the University may be exempted from this requirement;
- (b) shall join any other course of study other than those which may be useful for his research programme; or
- (c) shall appear in any examination other than those prescribed by the Department without prior permission of the School Board.

REVIEW OF PROGRESS:

- 9 (i) The Department concerned shall arrange for periodical review of the progress of the candidate by organising a Seminar in which he shall present a brief summary of his work. A report on his work including a gist of the consensus in the seminar shall be prepared by the guide in consultation with atleast two other teachers participating in the seminar and forward to the School Board and Board of Research Studies.
- (ii) The candidate may be required from time to time to assist the teaching work in the Department and to give seminars assigned by the Supervisor.
- (iii) The School Board may cancel the admission of a candidate for a breach of the provisions of Clause 7 and 8 or on account of his unsatisfactory progress in the manner prescribed by Regulations.

SUBMISSION OF THESIS:

- 10(i) When the guide is of the opinion that the thesis is in the final stage of completion, say about eight weeks before the likely date of submission, the student shall be required to prepare a synopsis of his research findings. This paper shall be discussed in a seminar organised for the purpose where he may defend his work. The synopsis along with the recommendation of the Supervisor including the fact of successful defence of his work at the seminar, shall be submitted to the concerned Board of Research Studies along with a panel of not less than six examiners.
- (ii) A candidate shall submit his thesis for the Ph.D. in the manner prescribed by Regulations and may incorporate in his thesis the content of any work which he may published on the subject and shall inform the examiner if he has done so, but he shall not submit as his thesis any work for which a Degree, other than M.Phil, may have been conferred on him by this or any other University.
- (iii) The thesis shall satisfy the following conditions:-
- (a) It must be a piece of research work characterised either by the discovery of new facts or by a fresh interpretation of facts or theories; in either case it should evince the candidate's capacity for critical examination, original thinking and judgement. It shall also be satisfactory so far as its literary presentation is concerned.

contd.....

- (b) The candidate shall indicate how far the thesis embodied the results of his own research or observations and in what respects his investigations appear to him to advance the studies of the subject of the thesis.
- (iv) A candidate shall submit his thesis through the Department under a certificate from his Supervisor that the thesis incorporate the student's bonafide researches and that these have not been submitted in support of an application for another Degree or qualification of this or any other University or Institute of learning.
- (v) The application for submission of the thesis shall be countersigned by the Head of the concerned Department.

EVALUATION:

11. The thesis submitted by the candidate for the Ph.D. Degree shall be examined by atleast three examiners appointed by the Executive Council on the recommendation of the Academic Council. Two of the Examiners shall be those who are not on the staff of the University, while the third examiner shall be the Supervisor.
- 12(i) Each examiner shall, after examining the thesis submitted by the candidate for the award of the Ph.D. Degree, submit a report to the University containing a clear recommendation that in his opinion, (a) the thesis could be accepted for Ph.D. Degree, or (b) a viva-voce examination may be held before recommending the candidate for the award; or (c) thesis should be modified/ revised; or (d) the thesis may be rejected.
- (ii) If one of the examiners recommended that a viva voce examination should be held, a Board may be constituted by the Vice-Chancellor for holding the viva voce examination consisting of the Supervisor and atleast one of the external examiners. This examination shall be held within a period of six months of the receipt of the two reports from external examiners.
- (iii) In case the examiners have suggested come modifications/ improvement of the thesis on certain specific lines or pointed out certain lacunae in the thesis the candidate should be asked to reply or to modify the thesis as suggested and to re-submit the thesis within a period of one year from the date of intimation by the University.
- (iv) The viva voce Board may, on the basis of the opinion of the external examiners and on the basis of the performance of the candidate at the viva voce examinations, recommend that -
- (a) the candidate be awarded the Ph.D. Degree; or
 - (b) the thesis be rejected and the candidate be not awarded the Ph.D. Degree.

- (v) A thesis should be accepted for the award of the Degree of Doctor of Philosophy on the unanimous recommendation of the examiners. If there is a difference of opinion it should be referred to a fourth examiner to be nominated by the Vice-Chancellor out of the panel already appointed by the Academic Council and Executive Council.

RE-SUBMISSION OF THESIS:

- 13 (i) A candidate whose thesis has been referred back for revision shall re-submit it for the award of the Ph.D. Degree within one year of the intimation of the decision of the University.
- (ii) A thesis which has been re-submitted shall be examined by the external examiners unless any one of them is, or both of them are unable or unwilling to act as such, in which case another examiner(s) may be appointed.
- (iii) No candidate shall be permitted to re-submit his thesis for the award of the Ph.D. Degree more than once.

AWARD OF DEGREE:

- 14 (i) In case the School Board is satisfied that the examiners, where necessary after the viva-voce examination, have unanimously recommended that the candidate be awarded the Ph.D. Degree it shall recommend to the Academic Council through the Board of Research Studies that the Ph.D. Degree may be awarded to the candidate.
- (ii) In case the viva-voce Board or majority of the examiners recommends that the thesis of the candidate be rejected and no Degree be awarded to the candidate the School Board shall recommend to the Academic Council through the Board of Research Studies accordingly.

Item No.5:3

Amendment of Ordinance relating to the Board of Under-graduate Studies - Clause 2.

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There is a uniformity in the term of membership of the members of both the School Board and the Board of Post-graduate studies. But the term of membership in the Board of Under-graduate studies is different i.e., the term of all the members is for three years except in the case of affiliated college teachers whose term is only for two years.

The Academic Council at its meeting held on 16-17th March 1983 had considered the matter in depth and unanimously resolved to amend the clause relating to the term of membership of the Board of Undergraduate Studies as shown below with a recommendation to the Executive Council for its consideration and approval.

Proposed amendmentExisting clause2. Term of membership

Members of the Board of Studies shall hold office for a period of three years as may be fixed at the time of appointment except in the case of affiliated college teachers, who will have only two years.

Proposed amendment

Delete the words "except the case of affiliated college teachers, who will have only two years.

Clause after amendment2. Term of membership

Members of the Board of Studies shall hold office for a period of three years or such period as may be fixed at the time of appointment.

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ADMINISTRATIVE MATTERS

Item No. 6 : Transfer of Services of Dr, B.K. Tandon, Reader, Deptt. of Commerce, Nagaland Campus from his parent University, Banaras Hindu University.

Dr. B.K. Tandon joined this University on an adhoc appointment in the post of Reader in Commerce, Nagaland Campus with effect from 2nd March 1981 by availing S.O.L. in his parent University from 2.3.'81 to 1.3.'82. On the recommendation of the Selection Committee he was appointed on the regular basis and assumed charge on 8th Feb., 1982.

The Executive Council has taken a decision on the case earlier vide resolution No. EC:29:82:15. " The Council RESOLVED to approve the transfer of service of Dr. B.K. Tandon Department of Commerce, Nagaland Campus, from Banaras Hindu University to North-Eastern Hill University and be absorbed permanently, as per Government of India's Rules.

(Page - 6:1)

The decision of the University was communicated to the Banaras Hindu University and the latter informed this University that the period of extra-ordinary leave without pay sanctioned to Dr. Tandon with effect from 2.3.81 to 1.3.82 will not count as active service for the purpose of leave and pension as per rules of their University.

There is no break in the Services of Dr. B.K. Tandon from 2nd March 1981 till date. It is, therefore, proposed to absorb the services of Dr. B.K. Tandon with effect 2.3.81.

The matter is placed before the Executive Council for consideration. The Council has taken a decision on the case earlier vide resolution no. EC:29:82:15. " The Council RESOLVED to approve the transfer of service of Dr. B.K. Tandon Department of Commerce, Nagaland Campus, from Banaras Hindu University to North-Eastern Hill University and be absorbed permanently, as per Government of India's Rules.

(Page - 6:1)

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There is no break in the Services of Dr. B.K. Tandon from 2nd March 1981 till date. It is, therefore, proposed to absorb the services of Dr. B.K. Tandon with effect 2.3.81.

The matter is placed before the Executive Council for consideration. The Council has taken a decision on the case earlier vide resolution no. EC:29:82:15. " The Council

Item No.:- 6:2

Revision of Overtime Allowance of Chauffeurs of Staff Cars.

Rule 25 to 29 of the Staff Car/Vehicle Rules of this University duly approved by the Executive Council vide resolution No:EC:8:75:39 provides payment of overtime allowance and D.A. to Driver who are required to perform overtime duty on working days and on holidays.

Subsequently Rule 25 was amended by the Executive Council of this University vide Resolution No:EC:30:82:04 wherein it was resolved to incorporate the overtime allowance to drivers whose emoluments exceed Rs.625/- as amended by the Govt. of India, Ministry of Home Affairs vide OM No:15017/1/79 Allowance Unit dt.15-1-80.

This is the position till date.

The Government of India vide Ministry of Home Affairs No:OM No: 15020/4/80/Estt(Allowances) dt.23-12-82 has now issued a revision of rates of Overtime Allowance to chauffeurs of staff cars.

Extract of the revision of Overtime Allowance is reproduced below:

Sl No.	Emolument as defined in Note-1 of Rule 25	Rate of Overtime Allowance Per hour	
		Up to first one hour	Thereafter
1	2	3	4
1.	Below Rs.575/-	Nil	Rs.4.30p
2.	Rs.575/- and above but below Rs.625/-	Nil	Rs.4.50p
3.	Rs.625/- and above but below Rs.675/-	Nil	Rs.4.90p
4.	Rs.675/- and above but below Rs.725/-	Nil	Rs.5.25p
5.	Rs.725/- and above but below Rs.775/-	Nil	Rs.5.60p
6.	Rs.775/- and above but below Rs.825/-	Nil	Rs.6.00p
7.	Rs.825/- and above but below Rs.875/-	Nil	Rs.6.40p
8.	Rs.875/- and above but below Rs.925/-	Nil	Rs.6.75p
9.	Rs.925/- and above	Nil	Rs.6.95p

Payment of Overtime Allowance to chauffeurs of staff cars are limited as follows:

- 1) The ceiling in respect of Overtime allowance payable to chauffeurs of Staff Cars will be 100 hrs. in a month and not more than 8 hrs. per day on Sunday/Holidays and 6 hrs. on working days. The Overtime work performed on all days including Sundays/Holidays in a month will be taken into account for working out the ceiling.
- 2) In the case of Chauffeurs of Staff Cars who cannot return to their Headquarters the same day and the journey involves absence of at least on night from their Headquarters, they shall be entitled to draw Daily Allowance as admissible under rule in addition to Overtime Allowance.

It may be stated that the above revision of Overtime Allowance rates took effect from 23rd December, 1982 i.e. the day the order was issued.

It is, therefore, put up for consideration whether the existing rates of Overtime Allowance to driver of University Staff Cars be accordingly revised to incorporate the above enhanced rates of Overtime Allowance.

NOTES FOR EXECUTIVE COUNCIL

Item No : 6:3 Rules for forwarding of application for outside posts and grant of Extraordinary Leave for holding of posts outside the University, etc. etc.

The Rules followed by the University for forwarding of applications for posts outside the University are based on the Executive Council decisions and the University Ordinances regulatino leave to teachers. The rules are as follows :-

- EC:12:76:79: "i. Any application for posts outside the University be routed through proper channel,
- ii) No member of the staff will be permitted to apply for a post during the period of probation or within the first two years of his appointment whichever is later,
- iii) After the expiry of the period specified in (ii) above, a member of the staff may apply for a higher post subject to maximum of two in an academic year, but their applications must be routed through proper channel;
- iv) A member of the staff shall not appear before a Selection Committee or Interview Board of another Institution without prior permission in writing being obtained from the Vice-Chancellor;
- v) Members of the staff who are found guilty of ignoring these rules are liable for disciplinary action."

contd...2.

EC:20:79:15: The Executive Council held on 22.9.79 inserted Sub-Clause(vi) to the above Sub-Clauses.....

(vi) Resolved further that the Vice-Chancellor at his discretion may approve forwarding of applications from employees of the University who are not qualified to do so according to rules prescribed for the purpose provided that in the event of Selection the employee will have to resign his post in the University giving due notice;

EC:24:01:06: The Executive Council by a Resolution No. EC:24:01:06 further relaxed Sub-Clause(iii) of Resolution No. EC:12:76:79 dated 17.7.76.

The EC further resolved "to allow teachers to apply for equivalent posts elsewhere and not to limit the number of times a teacher can apply for posts to other Institutions".

The granting of Extraordinary Leave to the academic staff for taking up of new appointment elsewhere is governed by Clause B(ii) of the University Leave Ordinance.

The number of teaching staff on Extraordinary Leave w.e.f. 1982

S1 Name of the Teacher with Designation Department Period Remark

S1	Name of the Teacher with Designation	Department	Period	Remark
1.	Dr. R.S. Michael	Professor Zoology	one year w.e.f. 16.02 to 31.12.02	Prayer for extension for one year is being made
2.	Dr. (Mrs) Anjana Desai	Reader English	Two years w.e.f. 21.04.02	No substitute
3.	Dr. Asit Banerjee	Reader Economics	-- do -- w.e.f. 21.6.02	-- do --
4.	Shri C.P. Tewari	Reader Continuing Education	-- do -- w.e.f. 20.6.02	-- do --
5.	Shri M.B. Rege	Lecturer Mathematics	-- do -- w.e.f. 16.7.02	-- do --
6.	Dr. R.R. Rao	Reader Botany	-- do -- w.e.f. 20.7.02	-- do --
7.	Dr. P.K. Ganguly	Lecturer Education	one year w.e.f. 6.9.02	No substitute.
8.	Shri Sandeep Chawla	Lecturer History	Two years w.e.f. 30.3.03	-- do --

The number of staff on Study Leave/Sabbatical Leave

Sl. No.	Name of Teacher and Designation	Department	Period of leave	Remark
1.	Dr.D.R.Khathing Lecturer	Physics	2 years w.o.f.15.2.82 to 14.2.82	No substitute appointed so far
2.	Dr.Surjit Singh Lecturer	-do-	One year w.o.f.1.2.83 to 31.1.84	
3.	Miss Juanita War Lecturer	English	w.o.f.1.10.81 to 15.7.83	Extension
4.	Shri A.C.Mohapatra Lecturer	Geography	Six months w.o.f. 6.10.82	
5.	Dr.B.K.Sharma Lecturer	Zoology	w.o.f.7.2.83 to 31.10.83	

The teachers of the University are permitted to submit any number of applications for posts elsewhere as per E.C. Resolution No.EC:24:81:06 and if they succeed in securing appointments, the University is required to release them, either on leave or on transfer of service. But the University is faced with the problem of finding suitable and qualified teachers for appointment as leave substitutes for a limited period.

The matter is, therefore, placed before E.C. for decision if it requires review and reconsideration.

E.C.AGENDA ITEM

Item No:6:4 Dr.Majid Hussain's application for extension of E.O.L. for one year w.e.f. 25-5-83 to 24-5-84.

Dr. Majid Hussain Reader Deptt.of Geography, was granted E.O.L. for two years w.e.f. 25.5.81 to 24.5.83 in terms of Clause 8 (ii) of the Leave Ordinance to enable him to join his new assignment as Reader in the Deptt. of Geography and Regional Development, Kashmir University, Srinagar.

He joined this University as Reader on 14.4.78 and his application for the above said post was forwarded by the University.

Dr.Hussain has now applied for extension of his E.O.L. for a further period of one year w.e.f. 25.5.83 to 24.5.84.

Clause 8(iii) of the Ordinance provides that in case the teacher does not resume his duties in the University at the end of the period of E.O.L. granted to him, he shall be treated as having resigned the post held by him in the University.

The case is placed before the Executive Council for consideration.

Item No. 6:5

Item :- Guidelines on Service condition to elected members of the District Council.

Shri Eugene D. Thomas, Lecturer, Department of Economics, N HU had written to the University seeking clarifications whether the rules or guidelines issued by UGC are applicable to election/nominations to the District Council.

An extract of the UGC's guidelines prescribed for teachers elected as members of Parliament/State Legislatures is reproduced as under:-

"The teachers who are either elected or nominated to the Parliament/State Legislatures may not be required to resign their academic position or to take long leave during the tenure of their membership. In order that the teaching work may not suffer, the University may consider prescribing the minimum number of days that such teachers should be available for the academic teaching and the research work in the University such teachers should not hold any other administrative position /responsibility in the University or College during the period they are members of Parliament/~~Legislature~~."

The matter is placed before the Executive Council for consideration whether the teacher candidates who contest in the District Council elections could also be given the same privilege as enjoyed by teachers who are members of the state Legislative Assemblies.

ITEM NO: SPONSORSHIP TO ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI FOR JUNIOR RESIDENCY (POST GRADUATE) LEADING TO THE AWARD OF M.D. (MEDICINE) AND REQUEST FOR STUDY LEAVE.

Dr. J.L.Saio, Medical Officer, University Health Clinic has requested for sponsoring his name to the AIIMS, New Delhi to enable him to pursue further studies leading to the award of M.D.(Medicine). The duration of the course is three academic years irrespective of one's qualification, length of service or past experience. This course would not only better his efficiency in medicine but will serve immensely to the needs of this University where such services are still inadequate.

The AIIMS has provision for sponsored candidates and seats are very limited and chances are fair under sponsorship.

Dr. Saio has requested that his name may be sponsored for the course and grant him Study Leave and he has also expressed his willingness to be subjected to all conditions laid down by the University.

If the name of Dr. Saio is sponsored by the University to the AIIMS, New Delhi in the event of his selection, it may be necessary to grant him Study leave.

The conditions for the grant of Study leave to non-academic staff are reproduced below:-

According to CCS (Leave Rules) 50(3)(ii)(c) "A medical officer may be granted Study leave for prosecuting a course of post graduate study in medical sciences if the Director General of Health Services certifies to the effect that such study shall be valuable in increasing the efficiency of such medical officer in the performance of his duties."

Rule 50(5) states that :-

(i) Study leave shall not be granted to a Govt. servant who has rendered less than 5(five) years service under the Government.

Rule 51 - states that the maximum amount of study leave, which may be granted to a Govt. servant shall be :-

- (a) ordinarily twelve months at any one-time and
- (b) during his entire service, twenty four months in all (inclusive of similar kinds of leave for study or training granted under any other rules.)

Dr. Saio joined this University in March, 1979 and has completed 4 years of continuous service in this University which is one year less than the prescribed period to be eligible for study leave.

The duration of the course sponsored by AIIMS is for 3 years.

The matter is placed before the Executive Council for consideration.

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Item No. 6:7

ITEM NO : REVISION OF SCALE OF PAY OF LIBRARY STAFF AND DIRECTOR
OF PHYSICAL EDUCATION IN CENTRAL UNIVERSITIES .

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The University Grants Commission in their letter No. F,1-4, 75(0-5c NP-1) dated 11.2.83 (copy enclosed) has intimated the upgradation of the scales of pay of the Librarian, Deputy Librarian, Assistant Librarian, Documentation Officer and Director of Physical Education with effect from 1.4.80.

The UGC has also specified the terms and conditions regarding applicability of the revised scales of pay to the existing staff of the Library Department in the letter

The UGC has further suggested that the cases which are not covered by this fixation formula may be referred to the Commission for consideration. It further authorised the University to take necessary action to place the concerned personnel in the revised scale of pay subject to the fulfilment of the conditions in their letter stated *ibid*, and the expenditure be met from the maintenance grant placed at the disposal of the University.

The case is placed before the Executive Council for information and consideration.

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C O P Y

University Grants Commission
Bahadurshah Zafar Marg
New Delhi-2.

F.1-4/75(D-5c/NP-I)

Dated 11 February, 1983.

The Registrar
North Eastern Hill University
Shillong.

Subject: Revision of scale of pay of Librarian, Director/Instructors
Physical Education, Documentation Officers in Central Universities.

Sir,

I am directed to refer to the UGC letter No. F,1-4/75(D-5c) dated 29th January, 1977 on the above subject and to say that it has been decided to upgrade the scales of pay of the Library staff and the Directors/Instructor of Physical Education with effect from 1.4.80 as follows :-

	Scale as on <u>1.1.73</u> Rs	Revised scale w.e.f. <u>1.4.80</u> Rs
1. <u>Library staff</u>		
Librarian	1500-2000	1500-60-1800-100-2000- 125/2-2500
Deputy Librarian	1100-1600	1200-50-1300-60-1900
Asstt. Librarian	700-1300	700-40-1100-50-1600/
Documentation Officer	i) 1100-1600 ii) 700-1300	1200-50-1300-60-1900 700-40-1100-50-1600
2. Director of Physical Education Director/Instructor	700-1300	700-40-1100-50-1600

- i) These scales will be admissible to only those existing incumbents who possess the qualifications mentioned in Annexure -I.
 - ii) For future recruitment to the various categories of Library staff and Directors of Physical Education, the minimum qualifications shall be those as determined by the University Grants Commission from time to time. The selection should be made by duly constituted committee of experts. The minimum qualifications for future recruitment to the post of Assistant Librarians and Documentation officers (scale of Rs 700-1600) and Directors of Physical Education as recommended by the UGC are given in Annexure-II.
 - iii) The fixation of pay in these scales shall be according to the formula given at Annexure -III, where the pay fixation formula cannot cover cases without giving rise to some anomalies such cases should be referred to the University Grants Commission for consideration.
2. These upgraded(revised) scales of pay are subject to the relevant conditions stipulated above.
 3. The necessary action to place the concerned personnel in the revised scales of pay from the dates as applicable may be taken and the expenditure met from the maintenance grant placed at the disposal of the Universities.

Yours faithfully,
Sd/
(V.M.SETH)
Under Secretary

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ITEM NO : APPOINTMENT OF DR. D.S.BAINS AS PROFESSOR IN AGRONOMY,
COLLEGE OF AGRICULTURE, MEDZIPHEMA, NAGALAND ON CONTRACT
BASIS.

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In pursuance of the Executive Council resolution held on 4.9.62, the University has given offer of appointment to Dr. D.S.Bains as Professor in Agronomy, College of Agriculture, Medziphema on contract basis for a period of 2 (two) years and he was requested to join as soon as possible.

Dr. Bains has intimated that due to his personal involvement, it will not be possible for him to join before 3-4 months time. Secondly, he has asked for the maximum of the scale in the professor's scale of pay of Rs 1500-2500/- Whereas, the University has offered to pay him the last pay drawn in his former employment on production of his Last Pay Certificate. Fixation of his pay in the maximum of the scale will require approval of the UGC. Further he has requested for extension of the duration of the contract appointment from 2 to 3 years.

The matter is placed before the Executive Council for consideration.

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File No.G.30-14/Acad/82-

AGENDA ITEM FOR THE EXECUTIVE COUNCIL MEETING

Subject:- Extension of leave and commutation of leave to Study leave with pay in respect of Smti. M.Momin, Lecturer, department of History.

Smti.Mignonette Momin, Lecturer, Department of History, was granted Extra-ordinary leave for the period of two years with effect from 1.7.1981 to 30.6.1983 to enable her to do Doctoral research at the Jawaharlal-Nehru University, New Delhi. Smti.M.Momin has requested for a further one year extension under study leave rules and in combination with the Extra-ordinary leave already taken. This is permissible under ordinance provided the extension is only for one year.

The Head of the department has also recommended that the leave be extended for the period of one year.

The matter is placed before the Council for consideration.

G.16-3/Sanc/SL/78-Pt-I

Agenda item for the Executive Council

Subject: Extension of Study Leave to Shri P. Sudhir,
Lecturer, Department of History.

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Shri P. Sudhir was granted study leave with effect from 18.9.1979 to 10.7.1981 to enable him to avail the Commonwealth Academic Staff Scholarship for studies at the School of Oriental and African Studies, University of London, U.K. His leave was extended upto 30.9.82 and a further extension was made upto 31.1.1983. Now, Shri Sudhir has requested for a further four months extension on the plea that he is on the verge of completing his studies, but owing to the sudden death of his supervisor, the extension of leave is very essential for the completion of his research work.

The Head of the Department has also recommended that the leave be extended as it will enable Shri Sudhir to complete his studies. This may be considered and the nature of leave may be decided later on.

The matter is placed before the Council for Consideration.

G.40-2/Acad/82

Agenda item for the Executive Council

Subject: Request from Dr (Mrs) S. Miri for
accepting an assignment at the
University of Texas, USA.

Dr (Mrs) Sujatha Miri, Reader, Department of Philosophy, has requested the University to permit her to accept a teaching assignment for a period of six months beginning from 1.7.83 at the University of Texas, USA. She has also received a Fulbright Travel Grant for the purpose. The University, while forwarding her application for the above travel grant, has clearly stipulated that the University does not commit to relieve her for an assignment in USA which has not been approved by the University. Mrs Miri has stated in her letter that she has been invited to the University of Texas as an Associate Professor. She desires to stay at the University of Texas for a six month period but if the University finds it difficult to release her for such a long period, she can cut short her stay there for three months -- from July to September, 1983.

Dr Miri had not specified the nature of leave she wishes to avail but simply stated that she will leave it to the wisdom of the University. It will be difficult for the University to take a decision unless she specifically states the type of leave she desires to avail.

The Matter is placed before the Executive Council for their consideration.

Item No: ~~11~~ Regularisation of Extra-Ordinary Leave granted to Shri K.J.S. Prasada Rao.

Shri K.J.S. Prasada Rao was appointed as Private Secretary to the Vice-Chancellor with effect from 20.7.73. After putting in six years of service, he applied for the post of Administrative Secretary in the I.D.E., Madras through Proper Channel.

2. Consequent to his selection for the above said post he applied for E.O.L. for 3 years with permission to retain his lien to his post. As per Vice-Chancellor's order Shri Prasada Rao was allowed to join the new post by retaining his lien to the post for two years with effect from 1.10.79.

3. The person concerned or the borrowing organisation is required to pay leave salary and pension contribution etc. to the lending authority for the period an employee holds a lien.

4. The 20th E.C. Meeting held on 22.9.79 ratified the action taken by the Vice-Chancellor with the following observation.

EC:20:79:03(h) RESOLVED that the action of the Vice-Chancellor in granting lien for a period of two years with effect from 1st October 1979 to 30 September 1981 to Shri K.J.S. Prasada Rao, Private Secretary to the Vice-Chancellor be approved.

The Council, however, observed that the period of absence should be treated as extra ordinary leave with permission to keep his lien in the post.

5. As per C.C.S. Leave Rules there is no provision for grant of E.O.L. to administrative staff for taking up appointing elsewhere. E.O.L. is admissible on the following conditions:-

i) On Medical ground. ii) for prosecuting higher studies certified to be in the public interest iii) Civil Commotions.

6. The matter is therefore placed before the Executive Council for reconsideration of the case if the order granting E.O.L. for two years may be cancelled and the period of absence treated as on lien.

Item No. 7

To consider the grant of 2(two) advance increments to Shri Santosh Prasad, LDA, NEHU.

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At present the University have a few ministerial staff who have successfully completed Accounts Training conducted by the Accountant General's Office. There incumbents were actually deputed by their former Office where they were previously working and since they are now serving in the University, they have applied for grant of two advance increments as admissible in Central Government Offices.

In the instant case, Shri Santosh Prasad, L.D.A. who was recruited as LDA by this University through Sports Quota on the 30th October, 1978(FN), was previously working under the Government of Arunachal Pradesh, where he had successfully completed the Accounts Training. But before such increments could be given to him in terms of the Govt. of India's existing instructions, he resigned from the post for joining his next assignment as LDA in this University. On his appointment in this University as LDA, he was given the basic pay of the LDA's pay scale which is Rs.260/-. His initial basic pay would have been Rs.290/- had he continued to serve in his Parent Office.

Shri S.Prasad has now represented for the grant of 2(two) advance increments for proficiency in account as stated above which is an added qualification. It is felt that in such cases, advance increments could be considered as an incentive to others to qualify for the same, as this would undoubtedly help in improving the efficiency in the University.

The matter is, therefore, placed before the Executive Council for consideration as a Policy decision, for guidance in future similar cases.

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Item No. 8

To fix the date of the 8th Meeting of the Court of the University
and the convocation.

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The Executive Council at its last meeting held on 4.12.82 had resolved that the next meeting of the Court be held prior to the Convocation and that the date of Convocation be in the first or second week of May, 1983, depending on the University Examination Programmes. The Council requested the Vice-Chancellor to discuss the matter with the Chancellor and authorised him to fix the date of the Convocation accordingly.

On having contacted, the Chancellor regretted that he would not be able to come to Shillong during April or May/83. Hence, the matter is placed before the Council to fix again the date of the Court Meeting as well as the Convocation.

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NORTH-EASTERN HILL UNIVERSITY
SHILLONG.

Agenda Item No. 8:2

Payment of salary to the Teachers Pachhunga University
College for 5(five) days pen-down strike from 12.7.82
to 16.7.82.

Due to the takingover of Pachhunga University College, Aizawl by North-Eastern Hill University the pay of the teaching and non-teaching staff of the College had to be re-fixed in the NEHU scale of pay and due to certain technical difficulties involved in the process of takingover of the College, made of fixation of their pay and want of certain necessary informations from the College this University took time to finalise the matter.

The Teachers Association made a resolution on 18.6.82 giving 9.7.82 as the dateline for release of arrear pay. This letter was not received by the University. The Teachers went on a pen-down strike with effect from 12.7.82. The Principal reported that he was not aware of the resolutions dt.18.6.82 and dt.9.7.82 as he was not intimated by the Association. A copy of the resolution dt.9.7.82 was received by him on 12.7.82. The Principal intimated this University about the Teachers pen-down strike by wire dt. 12.7.82.

The Teachers went on pen-down strike from 12.7.82 to 16.7.82 (5 (five) days). The list of 33 teachers who participated in the said strike is at Annexure - I. The Principal requested them verbally and in writing to call off the strike on 12.7.82 but it was of no avail. The request of the Chief Secretary, Mizoram Government on 14.7.82 also was turned down. On the request of the Minister, Education, Mizoram the pen-down strike was called off with effect from 17.7.82.

In this regard the Principal's report on the matter is enclosed. The University had not paid the teachers for the days they did not work because of the strike.

It is necessary to decide whether payment of salary is to be made to the 33 teachers participating in the pen-down strike for 5(five) days with effect from 12.7.82 to 16,7.82 and treat the period of absence as leave

The matter is placed before the Executive Council for consideration and orders.

LIST OF TEACHERS THOSE WHO ARE PARTICIPATED DURING PEN-DOWN STRIKE.

<u>Sl. No.</u>	<u>NAME:</u>
1.	P. Gohain
2.	S.H. Choudhury
3.	S.N. Sarma
4.	B. Colney
5.	Dr. H.L. Malsawma
6.	J.L. Sailo
7.	Lalrimawia
8.	J.H. Pahlira
9.	R. Biaksanga
10.	S.H. Pautu
11.	A.B. Chetry
12.	H. Lallungmuana
13.	N.K. Sinha
14.	B. Sangkhumi
15.	Sujit Das
16.	Chhawnvunga
17.	C. Thanthianga
18.	R.L. Zomawia
19.	C. Devi
20.	Lalhlimpuii
21.	J.V. Hluna
22.	Tawnenga
23.	Malsawmthangi
24.	B. Lalchhuanliana
25.	R.K. Thapa
26.	Lalthuamluaia Sailo
27.	P.Rama Sethu
28.	Lalhmachhuana
29.	Khawlrozama
30.	Lalbiaksangi Chongthu
31.	Saihlira
32.	K. Tawnvela
33.	H.S. Thapa

Item No : 8:3. To consider the resignation tendered by Dr.S.C.Narula, Reader, Department of English, NEHU, Mizoram Campus.

Dr.S.C.Narula joined the University with effect from 15th October, 1982 at Aizawl. He tendered his resignation from the post on the 14th January, 1983 while on vacation, giving the University one month's notice till 14th February, 1983 so that his resignation would take effect from 15th February, 1983.

Clause 11 of the Ordinance governing the terms and conditions of service of the Academic Staff of this University regarding resignation is reproduced as under :

" A teacher may at any time, terminate his/her engagements by giving the Executive Council three months notice in writing provided that the Executive Council may waive the requirement of notice at its discretion".

Para IV of Clause 14 of the Ordinance governing the pay of teacher on resignation during vacation is reproduced as under :

"For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher will however, be entitled only to half of such pay if he has given notice of resignation and the period of such notice expires during vacation or within one month from the last day thereof".

The matter is placed before the Executive Council for consideration.

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Item No.8:4

TO CONSIDER THE PROPOSAL FOR CONFIRMATION
OF TEACHERS WHO HAVE COMPLETED THEIR TERMS
OF PROBATION.

The list showing the names of Professors,
Readers and Lecturers who have completed their term of
probation is placed at Annexure I.

The Clause G (First part) of the Ordinance
governing the Service Conditions of Teachers etc (Probation)
reads as follows :-

" Professors and Readers shall be appointed
on probation ordinarily for a period of twelve months and
Lecturers for a period of twenty four months but in no case
shall the total period of probation exceed twenty ~~four~~
months."

In pursuance of the above clause the confir-
mation of Professors, Readers and Lecturers as per list are
placed before the Executive Council for consideration.
The teachers will be required to sign a written contract
with the University before actual confirmation.

Sl. No.	Name of Teacher	Post held	Department	Date of joining	Date of Completing of probationary period
1.	Dr. M.K.Khare	Professor	Zoology	16.10.80	15.10.81
2.	Dr. S.N.Rao	Professor	History	16.10.80	15.10.81
3.	Dr. A.L.Varman	Professor	Physics	16.10.80	15.10.81
4.	Dr. Jagat Pal	Lecturer	Philosophy	13.6 .80	12. 6.82
5.	Shri P.S.Lorin	Lecturer	Pol.Science	2. 6.80	1. 6.82
6.	Dr(Mrs)V.Tandon	Lecturer	Zoology	18. 6.80	17. 6.82
7.	Shri H.C.Sarat-Ch. Chandra	Lecturer	Zoology	27. 6.80	26. 6.82
8.	Shri S.Subramaniam	Lecturer	Mathematics	30. 6.80	29. 6.82
9.	Dr.S.S.A.Jafri	Lecturer	Geography	30. 3.79	29. 3.81
10.	Dr.K.K.Dwivedi	Lecturer	Chemistry	26. 6.80	25. 6.82
11.	Dr.O.K.Medhi	Lecturer	Chemistry	15.11.80	14.10.82
12.	Shri S.K.Ghose	Lecturer	Economics Mizoram Campus	30. 7.80	29. 7.82

ITEM NO : APPOINTMENT OF ACADEMIC STAFF ON DEPUTATION, ETC.

In the Ordinance governing service conditions of the teaching staff of this University, there is no provision for appointment of teaching staff on deputation terms.

At present the only provision existing in the Ordinance is to grant Extra-Ordinary leave during which period, no leave salary and pension contributions are paid either by the teacher or by the borrowing organisation. The period on extra-ordinary leave is also not counted for qualifying service or pensionary/CPF benefits.

The University is facing difficulties in filling senior teaching posts by experienced people. Some senior people have expressed their willingness to join this University on deputation or on foreign service terms. It has become necessary to provide for such a mode of recruitment of teachers as one of the means of getting experienced and senior teachers for the University.

The standard terms of deputation laid down by the Govt. of India in Appendix 31 of the Civil Service Regulation may be inserted in the Ordinance of the Academic staff.

The case is placed before the Executive Council for consideration.

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Note on the execution of the construction of the permanent campus of the North-Eastern Hill University at Shillong.

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With a view to execute the construction of the permanent campus at Mawkynroh-Umshing expeditiously, discussions were initiated with National Building Construction Corporation and Government of India Enterprise, to explore the possibility of the taking up bulk of the construction works. They agreed to undertake the same at the rate of 67% (sixty seven percent) above the schedule of rates of Meghalaya P.W.D. for 1980-81. On further negotiation with Vice-Chancellor, North-Eastern Hill University, they brought down their rates by 5% (five percent), ~~i.e. the rates~~ stood at 62% (sixty two percent) above the schedule. Since this rate was also considered higher in relation to the prevailing rates in Shillong area, M/S. National Building Construction Corporation was requested to ~~lower~~ the rates further and they finally agreed to execute the works at 60% (sixty percent) above the schedule of rates for 1980-81. This ~~compares~~ compares favourably with the current rates at which works are being allotted by M/S. Meghalaya Government Construction Corporation (about 60% above).

The special clauses stipulated by M/S. National Building Construction Corporation, are reasonable and do not have any financial implication except the clause relating to escalation, of labour, materials and POL, which conform to the norms followed in other works executed by them.

It is for consideration of the Executive Council if the works to the extent of about Rs.5.00 crores, estimates for which have been technically cleared by North Eastern Council, may be entrusted to them. This has been earlier discussed in the Campus Development Committee, which endorsed the proposal.

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Item No. 9

FINANCIAL MATTERS :

CONTRIBUTION TO NATIONAL CHILDREN'S FUND.

Letter dated 20th January, 1983 received from the Secretary-Treasurer, National Children's Fund, is reproduced below for consideration of the Executive Council.

As you are aware, the Government of India have constituted the National Children's Fund under the Charitable Endowments Act, 1980 in the Year 1979 in terms of the resolution adopted in the National Children's Board meeting held on 22nd July, 1978 under the Presidentship of Prime Minister. The Union Minister in charge of Social Welfare is the Chairman of the Board of Management of the Fund. The members of the Board of Management are drawn from social work, child development, industry, trade and State Governments etc. The objectives of the Fund are to assist voluntary Organisations to implement programmes for the welfare of the children, including rehabilitation of destitute children, particularly pre-school age children with priority to children belonging to Scheduled Castes and Scheduled Tribes. A copy of the Notification constituting the National Children's Fund is enclosed.

2. An important measure for fund raising for the national Children's Fund was the sale of IYC seals through State Governments/UT Administrations, Banks, Oil Corporations etc. The seals were made available to the State Governments/UT Administrations and others in 1979.

3. The Board of Management of the National Children's Fund in its meeting held on 18th March, 1981 decided that Fund raising for the National Children's Fund should be mobilised on all fronts. Accordingly, the resources of the Fund have been further augmented through donations from public undertakings, business/mercantile houses, Indian residents abroad, school children and public on voluntary basis. So far, an amount of Rs.1,11,06365/- has been collected in the National Children's Fund. The Board of Management of the Fund has also decided that the projects in the field of child welfare/child development may be provided financial assistance out of the interest earned on the funds of the National Children's Fund. The assistance will be limited to Rupees One lakh of the total cost of the project. The Board of Management has sanctioned 15 projects of child welfare of voluntary organisations.

contd...

4. Though the donations have been spontaneous and encouraging but these cannot be expected to generate continuously enough resources for the fund to meet the expanding development/welfare of the children. The amount standing to the credit of the National Children's Fund currently is much below the targeted figure.

5. In view of the facts stated above, may I request your organisation to donate/contribute liberally to this noble cause. Howsoever, little donations you can make, will be of immense help to us to draw up programmes of welfare for the children who are recognised as "the Nation's supremely important asset" and their nurture and solicitude as our responsibility.

6. Your donation in cash or in cheque/draft/money order may please be addressed to Secretary-Treasurer, National Children's Fund, 5 Siri Institutional Area, Hauz Khas, New Delhi-16.

contd.



NATIONAL CHILDREN'S FUND

CONSTITUTION

**GOVERNMENT OF INDIA
MINISTRY OF SOCIAL WELFARE
NEW DELHI**

**DEPARTMENT OF SOCIAL WELFARE
NOTIFICATION
IN THE MATTER OF THE CHARITABLE
ENDOWMENTS ACT, 1890
AND
IN THE MATTER OF THE NATIONAL CHILDREN'S
FUND, NEW DELHI**

S.O. 120 (E). WHEREAS the Secretary to the Government of India, Ministry of Education, Social Welfare and Culture, Department of Social Welfare, being the person who proposes to apply the funds of the National Children's Fund, New Delhi, in trust for charitable purposes, has applied for vesting the funds mentioned in Schedule A annexed hereto in the Treasurer of Charitable Endowments for India and for the settlement of a scheme for the administration of the said funds;

NOW, THEREFORE, the Central Government in exercise of the powers conferred by Sections 4 and 5 of the Charitable Endowments Act, 1890 (6 of 1890), and upon the application, as aforesaid, and with the concurrence of the Secretary to the Government of India, Ministry of Education, Social Welfare and Culture, Department of Social Welfare, do hereby order that the moneys set out in Schedule A annexed hereto shall, as from the date of publication of this notification, be vested in the Treasurer of Charitable Endowments for India to be held by him and his successors in office upon trust to hold the said moneys and the income thereof in accordance with the trust and terms set out in the scheme set forth in Schedule B, annexed hereto for the administration of the said funds;

And it is hereby notified that the scheme set forth in Schedule B annexed hereto has, under sub-section (1) of Section 5 of the said Act, been settled for administration of the said fund and under sub-section (3) of the said Section (3) of the said Act, it is hereby further ordered that it shall come into force with immediate effect.

SCHEDULE 'A'

Contribution of rupees one lakh made by the Government of India towards the funds of the National Children's Fund.

SCHEDULE 'B'

*Scheme for the administration of the National Children's Fund,
New Delhi*

The objects of the National Children's Fund (hereinafter referred to as the Fund) shall be :—

- (1) to administer and apply the funds of the Fund to pay grants-in-aid to voluntary organisations of National, State, and District level, to implement programmes, for the welfare of children, including rehabilitation of destitute children, particularly pre-school age children and other programmes envisaged in the National Plan of Action for International Year of the Child.

*As amended by the S.O. No. 2071 dt. 28 July 1980.

Programmes for welfare of children belonging to Scheduled Castes, the Scheduled Tribes and other backward classes will receive priority consideration ;

(ii) to do all other things that are incidental and conducive to the above objects.

2. The objectives of the Fund shall extend to the whole of India except the State of Jammu and Kashmir.

3. For the management and administration of the funds of the Fund, a Board of management (hereinafter referred to as the Board) shall be constituted consisting of the following members, name :—

Chairman (Ex-officio)

(a) Union Minister in charge of Social Welfare

Working Chairman

(b) Union Minister of State in charge of Social Welfare

Members

(c) Joint Secretary, Ministry of Finance, Government of India

(d) Secretary, Department of Social Welfare, Government of India

(e) Joint Secretary (Nutrition and Child Development), Ministry of Social Welfare, Government of India—Member

(f) Chairman, Central Social Welfare Board, New Delhi—Member

(g) six non-official members to be nominated by the Chairman—Members

(h) a representative from each of the State Committees and Union Territory Committees to be nominated by the Chairman of each such Committee—Members

(i) Director, National Institute of Public Cooperation and Child Development—Secretary-Treasurer.

4. Not less than seven members shall form a quorum. Every matter shall be determined by a majority of votes of the members present and voting on question. In case of equality of votes, Chairman shall have a casting vote.

5. The Board may function notwithstanding any vacancy in its constitution.

6. Subject to the provisions herein contained, the Board may, with the previous approval of the Central Government, frame and vary from time to time, as they think fit, bye-laws for the conduct of their business.

7. The funds of the Fund shall be vested in the Treasurer of Charitable Endowments for India.

8. (1) The Board may make bye-laws for the regulation, management, and for any other purpose connected with the execution of the funds of the Fund.

(2) The Board shall invest the proceeds of the sale or other disposal of the property as well as any moneys or property not immediately required to be used for the objects of the Fund in any one or more of the modes of investment for the time being authorised by law for the investment of the trust money as the Board may think proper.

9. Appointment of State Committees and Union Territory Committees:—The Board may appoint a Committee for each State and each Union territory to be called the State Committee or the Union territory Committee, as the case may be, to carry out the purposes of this scheme.

10. Delegation of powers:—The Board may delegate any of their powers to any of the State Committees or the Union territory Committees or anyone or more members of such Committees.

11. The Board may also delegate to one or more of the members such of their powers as may, in the opinion of the Board, be merely ministerial acts and involve no discretion or are necessary and conformable to common usage.

12. Regular accounts of the moneys in the funds shall be kept by the Secretary-Treasurer.

13. Contracts and other assurances shall be in the name of the Board and signed on their behalf by at least one of the members or Secretary-Treasurer.

14. The Board may receive any endowment, donation, or other contributions in augmentation of any of the objects and general purpose of the Fund. They may also receive endowments, donations, or other contributions for any special purposes connected with the charity not inconsistent with or calculated to impede the due working of, the provisions of this Scheme.

15. Distributions of funds :—The collection made for the Fund in a financial year in a State or a Union territory by the State Committee or the Union territory Committee, as the case may be, shall be distributed between such Committee and the Board in the ratio of 90 : 10 respectively from the date to be specified in this behalf by the Board.

16. Eligibility for financial assistance :—A voluntary organisation with a known record of service in the field of child welfare and eligible for financial assistance in terms of this scheme shall ordinarily be preferred for assistance from the Fund.

17. Applications to Board :—For financial assistance from the Central Account of the Fund, voluntary organisations shall address applications in this behalf, in the annexed Form, to the Secretary-Treasurer of the Board.

18. Applications to the State or Union territory Committees :—For financial assistance from the account of the Fund controlled by a State Committee or a Union territory Committee, voluntary organisations shall address the applications in this behalf, in the annexed Form, to the Secretary-Treasurer of the concerned State Committee or the Union territory Committee, as the case may be.

19. Limitation to financial assistance :—The financial assistance to the voluntary organisations of a national or State or district level shall be limited to 90 per cent of the estimated cost of the proposed programme and shall not exceed rupees one lakh in any case.

20. Scope of financial assistance :—Financial assistance under this scheme shall be restricted to the programmes which are considered viable.

21. Programmes eligible for financial assistance :—Programmes that are eligible for assistance under any scheme operated by the Central Government or a State Government, shall not, in ordinary circumstances, qualify for any financial assistance under this scheme.

22. Consideration of application :—All applications for financial assistance from the Central Account of the Fund shall be considered and disposed of by the Board, and where the Board is not meeting early for any reason, the applications so received may be considered and disposed of by a committee consisting of the Chairman and two other members of the Board to be nominated by the Chairman of the Board:

Provided that before any such application is so considered, the Chairman may, if he thinks it necessary so to do, refer such application to the State Government concerned or other body for expressing its views thereon.

23. Consideration of applications made to State or Union territory Committee :—All applications for financial assistance from the account of the Fund controlled by a State Committee or a Union territory Committee, as the case may be,

shall be considered and disposed of by the State Committee or the Union territory Committee concerned and where such Committee is not meeting early for any reason, the applications as received may be considered and disposed of by the Chairman of the concerned State Committee or the Union territory Committee.

24. Power to stop grant :—The Chairman of the Board or the Chairman of a State Committee or the Chairman of a Union territory Committee, as the case may be, if he thinks it necessary so to do, and for reasons to be recorded in writing, may withhold or terminate or reduce any undischarged grants, whether of a recurring or a non-recurring nature, made under this Scheme.

25. Conditions of financial assistance :—It shall be the condition of financial assistance to any voluntary organisation from the Central Account of the Fund or the account of the Fund controlled by a State Committee or a Union territory Committee, as the case may be, that the voluntary organisation maintains a separate account of all the grants, renders a full account of the grants within the stipulated time, furnishes utilisation certificate at the time specified in this behalf, makes available audited accounts of the grants received within the stipulated time, and submits the officers of the Fund or the officers of a State Committee or a Union territory Committee, as the case may be, in the inspection of the programmes executed or books maintained by such organisation in this behalf.

26. Composition of State Committee:—A State Committee shall consist of:—

- (a) the State Minister in charge of Child Welfare—Chairman ex-officio,
- (b) one representative of the State Department of Finance—Member,
- (c) six persons to be nominated by the Chairman of the State Committee including three from the field of paediatrics, home science, nutrition or social work—Members,
- (d) the Director in charge of Child Welfare or a corresponding officer in the State—Secretary-Treasurer.

27. Composition of Union territory Committee :—A Union territory Committee shall consist of :—

- (a) the Administrator of the Union territory by whatever designation called—Chairman ex-officio,
- (b) one representative of the Finance Department of the Union territory Administration—Member,
- (c) six persons to be nominated by the Chairman of the U.T. Committee including three from the field of paediatrics, home science, nutrition or social work—Members,
- (d) the Director in charge of Child Welfare or a corresponding officer in the Union territory—Secretary-Treasurer.

28. Functions of State or Union territory Committee :—

- (1) A State Committee or a Union territory Committee, as the case may be, shall perform such functions and exercise such powers as may be delegated to it by the Board.
- (2) Subject to the provisions contained in this Scheme, a State Committee or a Union territory Committee, as the case may be, may, with the previous approval of the Board, frame and vary from time to time as they think fit, bye-laws for the conduct of their business.
- (3) The quorum to constitute a meeting of such Committee shall be a majority of the total number of the members thereof.
- (4) In a meeting of such Committee, every matter shall be determined by a majority of votes of the members present and voting on the question and in case of equality of votes the person presiding over the meeting shall have a casting vote.

29. *Duration of Membership* :—(1) A nominated member of the Board or the State Committee or the Union Territory Committee, as the case may be, shall hold office for a period of two years.

(2) A member of the Board or the State Committee or the Union territory Committee, as the case may be, shall cease to be a member if he dies, resigns his membership or becomes of unsound mind or insolvent or is convicted of criminal offence involving moral turpitude.

(3) The resignation of membership shall be tendered to the Chairman of the Board or the State Committee or the Union territory Committee, as the case may be, and shall become effective from the date of its acceptance or on the expiry of thirty days after the date of resignation, whichever is earlier.

30. *Vacancies in the Board or the State Committee or the Union territory Committee, as the case may be* :—Vacancies in the Board or the State Committee or the Union territory Committee, as the case may be, shall be filled in the manner in which the Board or the State Committee or the Union territory Committee, as the case may be, was originally constituted.

31. *Meetings of the Board or the State Committee or the Union territory Committee, as the case may be* :—The Board or the State Committee or the Union territory Committee, as the case may be, shall meet as often as it is necessary to do so for the transaction of business of the Fund but in any case at least once a year.

32. *Powers and Functions of Secretary-Treasurer of the Board or the State or the Union territory Committee, as the case may be* :—It shall be the duty of the Secretary-Treasurer :—

(a) to be the custodian of all records of the Board or the State Committee or the Union territory Committee, as the case may be ;

(b) to conduct the official correspondence on behalf of the Board or the State Committee or the Union territory Committee, as the case may be;

(c) to issue all notices for convening the meetings of the Board or the State Committee or the Union territory Committee, as the case may be;

(d) to keep minutes of all meetings of the Board or the State Committee or the Union territory Committee, as the case may be, and of such bodies the responsibilities for convening whose meetings rests with him;

(e) to manage the properties and funds of the Fund, to maintain accounts and execute all contracts on behalf of the Board or the State Committee or the Union territory Committee, as the case may be; and

(f) to exercise all other powers and execute such other functions as may be assigned to him by the Board or the State Committee or the Union territory Committee, as the case may be, from time to time.

33. *Assets of this Fund* :—(1) In addition to the money, particulars of which are given in Schedule A to the said notification, the assets of the Fund shall include all such grants and contributions, recurring and non-recurring from the Central and State Governments, local bodies or any other statutory or non-statutory bodies set up by the Central or the State Governments as well as voluntary donations and endowments from any other sources, whenever received.

(2) All assets of the Fund shall vest in the Board or the State Committee or the Union territory Committee, as the case may be.

34. *Allocation of funds* :—The Board or the State Committee or the Union territory Committee, as the case may be, from time to time, determine the proportion of the total funds at its disposal which shall be applied for the purpose of this Scheme in a particular year.

35. *Deposit of Fund* :—(1) All moneys of the Fund shall be credited initially to the account of the Board of the Fund to be opened in the State Bank of India

or any of its subsidiaries or any other Scheduled Bank approved in this behalf by the Government of India.

(2) The funds placed at the disposal of the State Committee or a Union territory Committee, as the case may be, by the Board, shall be credited to the account of such Committee to be opened by it in the manner as specified in subparagraph (1).

(3) The funds of any such Committee that are not required to be used immediately for the objects of the Fund, may be invested in any one or more of the modes of investment for the time being authorised by law for the investment of the trust moneys as may be determined by the Secretary-Treasurer of such Committee.

36. *Withdrawal of funds* :—(1) Withdrawal of funds from the accounts of the Board of the Fund shall be regulated in a manner to be determined by the Board. Such withdrawals shall be made by cheques or requisitions (as the case may be) signed by the Secretary-Treasurer in the case of amounts not exceeding rupees one thousand and signed duly by the Secretary-Treasurer and another member of the Board to be nominated by the Board in other cases.

(2) Withdrawal of funds from the accounts of a State Committee or a Union territory Committee, as the case may be, shall be regulated in the manner to be determined by such Committee.

37. *Administrative Expenses* :—Administrative expenses incurred by the Board or the State Committee or the Union territory Committee, as the case may be, such as expenditure incurred on salaries and allowances and T.A. and D.A. of their officers and Staff and T.A. and D.A. of the members, shall be a legitimate charge on the funds of the Fund.

38. *Appointment of staff*—(1) The Board or the State Committee or the Union territory Committee, as the case may be, may appoint such staff as they may consider necessary for the discharge of their functions.

(2) The terms and conditions of service of the staff may be determined by the Board or the State Committee or the Union territory Committee as the case may be.

39. *Remuneration to members and officers* :—(1) No remuneration shall be paid to any of the members of the Board or the State Committee or the Union territory Committee, as the case may be, except travelling and daily allowance at rates to be determined by the Board or the State Committee or the Union territory Committee, as the case may be.

(2) Official members of the Board or the State Committee or the Union territory Committee, as the case may be, will draw travelling and daily allowance at rates admissible to them from the source from which they draw their salaries.

(3) Officers and staff of the Fund may draw such remuneration and T.A. and D.A. to which they may be entitled under rules applicable to them.

40. *Accounts and Audit* :—(1) Regular accounts shall be kept of all moneys and properties and of incomes and expenditure of the Fund and shall be audited by a firm of chartered Accountants or any other recognised authorities as may be appointed by the Board. The Auditors shall also certify that the expenditure from the funds of the Fund has been correctly incurred in accordance with the objects of the Fund.

(2) The Accounts of the Fund shall incorporate the accounts of State Committees and the Union territory Committees.

Copies of the annual accounts of the Fund duly audited and certified by the auditor shall be submitted by the Secretary-Treasurer of the Fund to the Government of India every year.

41. *Annual Report* :—An Annual Report on the working of the Fund shall be prepared by the Secretary-Treasurer of the Board and shall, after approval of the Board, be presented to the Government of India.

ANNEXURE

Form of application for financial assistance from the Fund/Account
of State Committee/Union Territory Committee

1. Name and address of the organisation
2. Nature of the organisation
3. Date of establishment of the organisation
4. Brief history and a brief account of the activities of the organisation since its inception
5. Whether the organisation is registered under any law for the time being in force? If so, the details thereof.
6. Whether the organisation is of a National/State/District level.
7. Whether the organisation has been recognised as an organisation of National or State level? If so, details thereof.
8. Whether the organisation is in receipt of organisational assistance from the Government of India, Ministry of Social Welfare? If so, details thereof.
9. Whether the organisation is in receipt of assistance from the Central Government for any programme? If so, details thereof.
10. Whether the organisation is in receipt of assistance from the State Government for any programme? If so, details thereof.
11. Whether the organisation receives grant from Central Social Welfare Board or State Social Welfare Board? If so, details thereof.
12. Whether the organisation receives grant in cash or kind from any other organisation in India or in a foreign country? If so, details thereof.
13. Details of the proposed project for which assistance is sought from the Fund/Account (Please make available a detailed project report with Budget, staff, programme and other details).
14. Whether the organisation will meet 10% cost of the proposed project? If so, how the resources for the purpose will be raised?
15. Whether the scheme proposed qualifies for assistance under any of the normal assistance schemes operated by the Central Government? If so, give reasons to seek assistance from the Fund/Account
16. Any other details regarding the proposed project of the organisation.

Note :—It is preferable that a copy of the Articles of Memorandum of Association and a copy of the Rules and Regulations of the organisation are enclosed along with a copy of the statement of accounts of expenditure of the organisation for the last available year.

Sub: Collection of Fees from Students and distribution of Scholarship money to them by the State Bank of India

In accordance with E.C. Resolution No. 687 dt. 4.12.1982 the University has already opened a separate non-drawing current account with the State Bank of India at Shillong, Kohima, Aizawl and Medziphema and fees and revenue receipts realised by the authorised officials of the University are credited to the above account in the respective Centres. This has improved the remittance of the receipts into the University account to a considerable extent but it still increases clerical and Accounting work. In order to avoid, as far as possible direct handling of cash by our officials in our Campuses/Centres, it is proposed that we may authorise the State Bank of India at Shillong, Kohima, Aizawl and Medziphema to collect directly the fees from the students and also disbursement of Scholarship money to students by S.B.I. The State Bank of India authorities have already agreed to the above proposal to render their services on a nominal token charges for the above purpose. It is proposed that this system will be introduced in this University from the next academic session i.e. June-July 1983.

The matter is, therefore, placed before the Executive Council for consideration and approval of the proposal.

PLEASE FILL IN ALL

FOUR FORMS AND

SEND INTACT TO STATE

BANK OF INDIA

To STATE BANK OF INDIA
Branch _____

Please Credit: _____ Date _____

NORTH EASTERN HILL UNIVERSITY
(NEHU Account)

Bill Book No. _____

Received from.....
on account of.....
(Student's name)
for the month(s).....

Tution fee F.....
Extras..... F.....

Total amount of Cash F.....

Signature

This Form will be stamped by
the Bank and returned as an
acknowledgement

STUDENT'S COPY

To STATE BANK OF INDIA
Branch _____

Please Credit: _____ Date _____

NORTH EASTERN HILL UNIVERSITY
(NEHU Account)

Bill Book No. _____

Received from.....
on account of.....
(Student's name)
for the month(s).....

Tution Fee Rs.....
Extra..... Rs.....

Total amount of Cash Rs.....

Signature

This Form will be stamped by the Bank
and returned as an acknowledgement

To be returned by the Student to
the University

To STATE BANK OF INDIA
Branch _____

Please Credit: _____ Date _____

NORTH EASTERN HILL UNIVERSITY
(NEHU Account)

Bill Book No. _____

Received from.....
on account of.....
(Student's name)
for the month(s).....

Tution Fee Rs.....
Extras..... Rs.....

Total amount of Cash Rs.....

Signature

This Form will be stamped by the Bank
and returned as an acknowledgement

To be returned by the Bank to
the University

To STATE BANK OF INDIA
Branch _____

Please Credit: _____ Date _____

NORTH EASTERN HILL UNIVERSITY
(NEHU Account)

Bill Book No. _____

Received from.....
on account of.....
(Student's name)
for the month(s).....

Tution Fee Rs.....
Extra..... Rs.....

Total amount of Cash Rs.....

Signature

BANK COPY