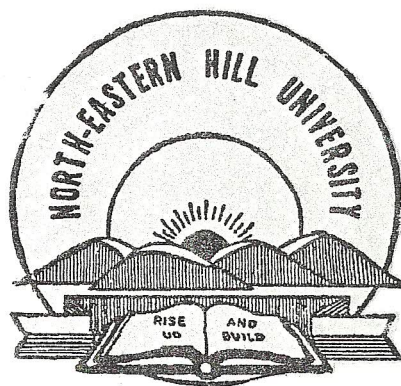


**NORTH EASTERN HILL UNIVERSITY
SHILLONG**



MINUTES

**ONE HUNDRED TWENTY - EIGHTH
EXECUTIVE COUNCIL
MEETING**

22nd February, 2007

| ITEM NO. | CONTENTS | PAGE NO. |
|------------|--|----------|
| ITEM NO. 1 | CONFIRMATION OF THE MINUTES | |
| | (i) Confirmation of the Minutes of the 127 th meeting of the Executive Council, held on 20.12.2006. | 1 |
| ITEM NO.2 | REPORTING ITEMS: | |
| | (i) Action taken on the Minutes of the 126 th meeting of the Executive Council. | 2 |
| | (ii) Action taken on the Minutes of the 127 th Meeting of the Executive Council. | 2 |
| | (iii) Minutes of the 65 th & 66 th Building Committee meetings. | 2 |
| ITEM NO.5 | ACADEMIC MATTERS: | |
| | 5:8:Others: | |
| | (i) Honorary Directorship of Sahitya Akademi's Tribal Oral Literature Project, NEHU. | 2 |
| | (ii) Rajiv Gandhi Chair on Protective Discrimination. | 2 |
| ITEM NO.6 | ADMINISTRATIVE MATTERS: | |
| | 6:1:Selection Committee: | |
| | (i) Composition of Selection Committee for the Post of Medical Officer, Tura Campus | 3 |
| | (ii) Nomination of Expert for the Selection Committee for the Post of Controller of Examination. | 3 |
| | (iii) Recommendation of the Selection Committee | 3 |
| | (iii) Recommendation of the Departmental Promotion Committee | 4 |

ITEM NO.**C O N T E N T S****PAGE NO.****6:2: Appointment/Creation/Up-gradation of post/
Confirmation/Extension/Option/Transfer/Release/
Termination etc.**

- (i) Appointment of Finance Officer. 4

6:4:Disciplines:

- (i) Case of Shri. X.P.Mao, Lecturer,
Department of Philosophy. 4

6:6:Service condition/Financial & Other Benefits:

- (i) Consideration of senior Scale to
Dr.T.S.Basu Baul vis-à-vis extension
of Career Advancement Scheme to the
Scientific Officers/Senior Scientific
Officer of RSIC. 4

- (ii) Career Advancement Scheme (CAS) 5

for Assistant Librarian/College Librarian/
Asstt. Director of Physical Education/
College Director of Physical Education-
Enhancement of Superannuation age.

6:7:Others:

- (i) Amendment of the By-Laws of the
Record Management Committee. 5

- (ii) Minutes of the Management Committee for
setting up of Petrol Pump. 5

ITEM NO.8**ITEM FROM THE CHAIR**

- (i) 6

**MINUTES OF THE ONE HUNDRED TWENTY-EIGHT MEETING OF THE
EXECUTIVE COUNCIL**

The 128th meeting of the Executive Council was held on the 22nd of February, 2007 at 1000 Hours in the Committee Room, Administrative Block, NEHU, Permanent Campus, Shillong.

MEMBERS PRESENT:

A list of members who attended the 128th meeting of the Council is appended as Appendix-I.

WELCOME:

The Chairman welcomed all the members of the Council to the 128th meeting of the Council especially Prof. NR Madhava Menon, Visitor's Nominee who attended the meeting for the first time.

APOLOGY:

Apologies were received from Prof. Gautam Barua, Prof. Bikash Sinha, Prof. Abad Ahmad, Visitor's Nominees, Shri W. Khylllep, Director Higher, & Technical Education, Government of Meghalaya and Dr. OD Ladia, Principal, Shillong Law College.

ITEM NO.1

CONFIRMATION OF THE MINUTES

**(i) Confirmation of the Minutes of the 127th meeting
of the Executive Council held on 20.12.2006.**

EC:128:2007:1:(i): The Council considered the Minutes of the 127th meeting of the Executive Council held on 20.12.2006 and since no comments were received, the Council **RESOLVED** to confirm the same.

ITEM NO. 2**REPORTING ITEMS:****(i) Action taken on the minutes of the 126th meeting of the Executive Council.**

EC:128:2007:2:(i): The Council considered the action taken on the Minutes of the 126th Meeting of the Executive Council and **noted** the same.

(ii) Action taken on the minutes of the 127th Meeting of the Executive Council.

EC:128:2007:2:(ii): The Council considered the action taken on the Minutes of the 127th Meeting of the Executive Council and **noted** the same.

(iii) Minutes of the 65th & 66th Building Committee meetings.

EC:128:2007:2:(iii): The Council considered the Minutes of the 65th & 66th Building Committee meetings and **noted** the same.

ITEM NO. 5**ACADEMIC MATTERS:****5:8: Others:****(i) Honorary Directorship of Sahitya Akademi's Tribal Oral Literature Project, NEHU.**

EC:128:2007:5:8:(i): The Chairman informed all the members that Prof. T. Ao has been conferred the Padma Shri Award. The Council considered the Honorary Directorship of Sahitya Akademi's Tribal Oral Literature Project, NEHU and **RESOLVED** to allow Prof. T. Ao to take charge as the Director of Sahitya Akademi's Tribal Oral Literature Project, NEHU, Shillong, following NEHU and GOI Rules. The Council further **RESOLVED** this approval would be subject to the approval of the Head, Department of English, with regard to teaching not being affected.

(ii) Rajiv Gandhi Chair on Protective Discrimination.

EC:128:2007:5:8:(ii): The Council noted that Prof. P. Radhakrishnan appointee of the Rajiv Gandhi Chair on Protective Discrimination did not join despite several reminders from NEHU and therefore **RESOLVED** to cancel his appointment. The Council also **RESOLVED** that a fresh Search Committee be constituted for the Rajiv Gandhi Chair in "Protective Discrimination" as shown below and authorized the Vice-Chancellor to select the

three names based on their availability. The Chairman of the Council is authorized to select one of them as the Chairman of the Search Committee.

Prof. MP Singh
Kolkata.

Dr. Narayanan Iyer
Trivandrum.

Dr. Vivek Deb Roy
Delhi.

Dr KL Sharma
Former Vice-Chancellor
Rajasthan University.

Dr. AC Bhagavati
Guwahati.

ITEM NO.6

ADMINISTRATIVE MATTERS:

6:1: Selection Committee:

(i) Composition of Selection Committee for the Post of Medical Officer, Tura Campus.

EC:128:2007:6:1:(i): The Council considered the composition of Selection Committee for the post of Medical Officer, Tura Campus and **RESOLVED** to approve the same. Further, the Council nominated the Experts for the Selection Committee.

(ii) Nomination of Expert for the Selection Committee for the Post of Controller of Examination.

EC:128:2007:6:1:(ii): The Council nominated the Experts for the Selection Committee for the post of Controller of Examination.

(iii) Recommendation of the Selection Committee.

EC:128:2007:6:1:(iii): The Council considered the recommendation of the Selection Committee and **RESOLVED** to appoint Shri Joseph P. as Assistant Registrar, Tura Campus.

(iv) Recommendation of the Departmental Promotion Committee

EC:128:2007:6:1:(iv): The Council considered the recommendation of the Departmental Promotion Committee and **RESOLVED** to approve the placement of Smti. LD Nalle, Assistant Registrar, in the Senior Scale under Career Advancement Scheme.

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

(i) Appointment of Finance Officer.

EC:128:2007:6:2:(i): The Council considered the candidature of Shri Purna Chandra Majhi and recommendation of the interaction meeting with Visitor's Nominee, Vice-Chancellor and him, and **RESOLVED** to appoint Shri Purna Chandra Majhi as the Finance Officer of the University on deputation initially for a period of three years. .

6:4:Disciplines:

(i) Case of Shri. X.P.Mao, Lecturer, Department of Philosophy.

EC:128:2007:6:4:(i): The Council **reviewed** the case of Shri. XP Mao, Lecturer, Department of Philosophy and **RESOLVED** that Shri Mao's increment be revived and payment of arrears be kept in abeyance. The Council also **RESOLVED** that henceforth the penalties imposed debarring his membership of any Statutory Body of the University for five years and consideration of higher position either under CAS or through direct recruitment be withdrawn and be governed as per NEHU existing Rules.

The Council further **RESOLVED** that an Advisory Committee to the Vice-Chancellor be constituted as per list given below:

- 1.A Former Judge
- 2.An educationist
- 3.A retired IAS Officer / Administrator.

6:6:Service condition/Financial & Other Benefits:

(i) Consideration of senior Scale to Dr.T.S.Basu Baul vis-à-vis extension of Career Advancement Scheme to the Scientific Officers/Senior Scientific Officer of RSIC.

EC:128:2007:6:6:(i): The Council considered the case of Dr.T.S.Basu Baul and **RESOLVED** to count the past services of Dr.TS Basu Baul as Scientific Officer at RSIC for the purpose of considering him under Career Advancement Scheme in the grade of Lecturer.

The Council noted the clarification received from UGC that Scientific Officers of RSIC be considered under Assured Career Progression Scheme and **RESOLVED** to approve the same.

(ii) Career Advancement Scheme (CAS) for Assistant Librarian/College Librarian / Asstt. Director of Physical Education / College Director of Physical Education- Enhancement of Superannuation age.

EC:128:2007:6:6:(ii): The Council considered the Career Advancement Scheme (CAS) for Assistant Librarian / College Librarian / Asstt. Director of Physical Education / College Director of Physical Education on enhancement of superannuation age as per UGC revised guidelines and **RESOLVED** to approve the enhancement of superannuation age from 60 years to 62 years effective from 19th October, 2006 in respect of the case of Shri KK Das, Assistant Librarian. The Council also **RESOLVED** that the relevant Ordinance be amended.

6:7: Others:

(i) Amendment of the By-Laws of the Record Management Committee.

EC:128:2007:6:7:(i): The Council considered the amendment of the By-Laws of the Record Management Committee and **RESOLVED** to approve the same. The Council also **RESOLVED** to include Public Information Officer of the University as a Member.

(ii) Minutes of the Management Committee for setting up of petrol pump.

EC:128:2007:6:7:(ii): The Council considered to accept the establishment of a petrol pump on the Campus. The Council further **RESOLVED** that the modalities permitted by IOC on the management be explored further and a more detailed report on the management proposal be submitted for consideration. The Council **RESOLVED** that expenditure could be met from the Head-Other-Capital Items.

**NORTH EASTERN HILL UNIVERSITY
SHILLONG**

AGENDA PAPERS

**ONE HUNDRED TWENTY EIGHTH
MEETING OF THE EXECUTIVE
COUNCIL**

February 22, 200~~6~~

6: 7:

OTHERS

(i) Amendment of the By-Laws of the Record Management Committee

The Record Management Committee held on 15th December 2005 has gone through the By-Laws of the Record Cell and has recommended to delete section III of article 5 as the same text has been already covered in Article 5 which is as follows :

**RECORD MANAGEMENT COMMITTEE
BY-LAWS**

Existing

Article 1 : NAME

Section 1 : The name of the committee. No Change
 Shall be Record Management
 Committee of the North
 Eastern Hill University Shillong.

Article 2 : OBJECTS

Section I : To promote the setting up of all No Change
 Record Departments/Section(s)
 at various locations within the
 University's jurisdiction.

II : To prepare and/or to review the
 Retention Schedule of the records of
 the University.

III : Quick retrieval of a file(s) or a piece
 of information.

IV : To discuss and finalise various other
 matters pertaining to Records Department/
 Section(s) of the University.

Article 3 : MEMBERS

| | | |
|-------------------------|---------------------|-----------|
| 1. A senior | - Ex-officio marker | No Change |
| (nominated by V.C.) | | |
| 2. Registrar | -do- | |
| 3. Controller of Exams. | -do- | |
| 4. Finance Officer | -do- | |
| 5. Librarian | -do- | |
| 6. Records Officer | -do- | |

Article 4 : TERMS OF OFFICE OF THE RECORD No Change
 MANAGEMENT COMMITTEE

Section I : The terms of office of the Record Management
 Committee shall be of two years

Article 5 : POWERS AND FUNCTIONS. No change

Section I : CHAIRMAN - The Chairman shall preside over the meeting(s) of the Record Management Committee. In case of any complicated mater regarding technicality of the Records works, the Chairman shall give his/her decision only after consulting the Record Officer.

Section II : SECRETARY – The Record Officer shall be the Secretary of the Committee and shall be responsible for the executive Administration of the Committee. He/She shall call the meeting in consultation with the chairman as and when felt necessary. The Record Officer shall look into the technical of the Record's Work.

Section III : MEMBERS. To be deleted

- a. The Vice-Chancellor shall nominate one Senior faculty teacher either History Deptt. or Deptt. of Lib. Sc. to act as chairman of the Record Management committee.
- b. The Librarian shall also be a member of the Committee.
- c. To look into the side of Administrative matters, either Dy. Reg. or Astt. Reg. shall be a member of the committee from Administration Deptt.
- d. To look into the side of financial maters either Dy.Reg./Astt.Reg. shall be a member of the Committee.

Article 6 : MEETINGS No change

Section I : The Committee shall meet at least once in a six months or twice in case of urgency.

Section II : Quorum for the Committee shall be $\frac{3}{4}$ of the total members of the Committee.

ANNEXURE - 'C'

NORTH - EASTERN HILL UNIVERSITY
SHILLONG

RECORDS MANAGEMENT COMMITTEE
BY - LAWS

ARTICLE - 1 : NAME

Section - I : The name of the Committee shall be Records Management Committee of the North- Eastern Hill University, Shillong.

ARTICLE - II : OBJECTS

Section - I : To promote the setting up of all Records Department /Section(s) at various locations within the University's jurisdictions.

Section -II : To prepare and/or to review the Retention Schedule of the Records of the University.

Section -III : Quick retrieval of a file(s) or a piece of information.

Section -IV : To discuss and finalise various other matters pertaining to Records Department/ Section(s) of the University.

ARTICLE - 3 : MEMBERS

- | | | |
|---|------------|-----------|
| 1. A Senior Teacher (nominated by the Vice- Chancellor). | | Chairman |
| 2. Registrar | Ex-Officio | Member |
| 3. Controller of Examinations | -do- | Member |
| 4. Finance Officer | -do- | Member |
| 5. Librarian | -do- | Member |
| 6. Records Officer- | -do- | Secretary |

ARTICLE - 5 : TERM OF OFFICE OF THE RECORDS MANAGEMENT COMMITTEE.

Section - 1 : The term of the office of the Records Management Committee shall be of 2 (two) years.

ARTICLE -6 : POWERS AND FUNCTIONS

- Section - I : Chairman - The Chairman shall preside over the meeting(s) of the Records Management Committee. In case of any complicated matter regarding technicality of the Records work, the Chairman shall give his/her final decision only after consulting the Records Officer.
- Section - II : SECRETARY The Records Officer shall be a Secretary of the Committee and shall be responsible for the executive administration of the Committee. He shall call the meetings in consultation with the Chairman as and when feel necessary. Records officer, being a trained officer, shall look into the technical side of the Records' work.
- Section -III: MEMBERS
- a) The Vice- Chancellor shall nominate one senior faculty teacher either History Department or from the Department of Library Sciences to act as Chairman of the Records Management Committee.
 - b) The Librarian shall also be member of the Committee.
 - c) To look into the side of administrative matters, either Deputy Registrar or Assistant Registrar shall be member of the Committee from Administration Department.
 - d) To look into the side of financial matters, either Deputy Registrar/ Assistant Registrar shall be member of the Committee.

ARTICLE - 7 : MEETINGS

- Section - I : The Committee shall meet at least once in 6 (six) months or twice in case of urgency.
- Section - II : Quorum for the Committee shall be $\frac{3}{4}$ of the total members of the Committee.

NORTH EASTERN HILL UNIVERSITY
SHILLONG - 793 022.

F. 12/RECORDS/98-99-2537

Dated 13 - 11 - 98.

NOTIFICATION NO:1

The Vice Chancellor, NEHU, Shillong, is pleased to constitute a RECORDS MANAGEMENT COMMITTEE of the University for a term of 2 years consisting of the following members with immediate effect.

- 1. Prof. J.P. SINGH - CHAIRMAN
- 2. REGISTRAR - Ex-Officio Member
- 3. Controller of Examination - ,, ,, Member
- 4. Finance Officer - ,, ,, Member
- 5. Librarian - ,, ,, Member
- 6. Records Officer - ,, ,, Secretary

The terms and references of the Records Management Committee will be as follows:

- 1. To promote the setting up of all Records Department /Section(s) at various locations within the University's jurisdictions.
- 2. To prepare and/or to review the Retention Schedule of the Records of the University.
- 3. Quick retrieval of a file(s) or a piece of information.
- 4. To discuss and finalise various other matters pertaining to Records Department/Section(s) of the University.

(Dr. A. Patton) 13/11/98
REGISTRAR

To

- 1. All Members
- 2. Copy to the P.S. to the Vice Chancellor, NEHU, Shillong.
- 3. Mrs B. Barch, Dy-Registrar (ESIT-I), NEHU, Shillong, for her information.
- 4. Prof. Indrad Huseinin, Head, History Dept, NEHU, Shillong, for his information.

REC-1528
20/11/98