

6: 7- Others-

(i) Bye-Laws of The Records Management Committee

Bye-laws of the Records Management Committee of the Records Department was approved in the 97th E.C. meeting held on 14.7.98. As per the E.C's decision, the First Meeting of the Records Management Committee was required to define the term 'Records'. The Records Management Committee met on 22.11.99 and defined the term as follows :

"The scope of the word 'Record' in the context of the University means all papers, files, forms, registers, etc. connected with the Academic Departments, Centres, Library, Administration, etc. of the North-Eastern Hill University, Shillong.

The Committee also recommends for the approval of the Executive Council that Items (c) and(d) of Article-6, Section-3 be deleted from the Bye-laws of the Records Management Committee as the Committee has already been defined in Article-3.

A copy of the Records Management Committee Bye-laws approved by the 97th E.C. held on 14.7.98 is enclosed herewith in Annexure-I.

NORTH-EASTERN HILL UNIVERSITY
SHILLONG

RECORDS MANAGEMENT COMMITTEE
BYE - LAWS

ARTICLE -1 : NAME

Section -1 : 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 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

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|----|------------------------------------|-------------------|
| 1. | A Senior Teacher | Chairman |
| | (nominated by the Vice-Chancellor) | |
| 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.

P.T.C.

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 - III : Quorum for the Committee shall be 3/4 of the total members of the Committee.

approve the same. The Council further RESOLVED to accept the Academic Council's recommendations that the enhancement of fees payable by students may be examined by the Committee appointed for the purpose.

(v) Guidelines for promotion from Readers to Professor under Career Advancement Scheme-reg.

EC:105:99:6:6: (v): The Council considered the Guidelines issued by the UGC for promotion from Readers to Professor under Career Advancement Scheme and RESOLVED to approve the same.

(vi) Revision of Pay in respect of Prof. KS Singh.

EC:105:99:6:6: (vi): The Council considered the revision of pay in respect of Prof. KS Singh and RESOLVED to approve the same and the Ordinance on the Rajiv Gandhi Chair be suitably amended.

(vii) Minimum qualifications for Principals etc.

EC:105:99:6:6: (vii): The Council considered the UGC's clarification on the minimum qualification for Principal, Registrar, etc., and RESOLVED to approve the same.

6:7- OTHERS

(i) Bye-Laws of the Records Management Committee.

EC:105:99:6:7: (i): The Council considered the amendment of the Bye-Laws of the Records Management Committee and RESOLVED to approve the same and desired that the Records Management Committee should be activated immediately.

(ii) Residence Allotment Rules

EC:105:99:6:7: (ii): The Council considered the agenda note presented by Prof. JB Bhattacharjee on the House Allotment Rules and RESOLVED that :

(i) Before an offer of a quarter is given to any employee the quarter must be ready for occupation in all respects.

(ii) Uniformity of facilities available in the quarters should be maintained in future.

(iii) The House Allotment Rules may be suitably amended to take care of (i) and (ii) above.