

NORTH-EASTERN HILL UNIVERSITY  
NAWKYNLACH: : : U SHING  
SHILLONG

No: AC: 53-3/Conf/96-1048 Dated Shillong the 11th June, 1996.

To

The members of the  
Academic Council,  
North-Eastern Hill University.

Subject: Minutes of the 53rd meeting of the Academic Council.

Sir/Madam,

I am forwarding herewith the Minutes of the 53rd meeting of the Academic Council held on 3rd and 4th June, 1996 for favour of your information and comments, if any.

Yours faithfully,

Encl: a.a

(Mrs. S. Rynjah)  
Officer on Special Duty  
NE.H.U.

MINUTES OF THE FIFTY-THIRD MEETING OF THE ACADEMIC COUNCIL

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MINUTES OF THE FIFTY-THIRD MEETING OF THE ACADEMIC COUNCIL

The 53rd. meeting of the Academic Council was held on the 3rd. and 4th. of June, 1996 at 11.00 A.M. in the Seminar Hall, Mayurbhanj Complex, North-Eastern Hill University, Shillong.

PRESENT:

A list of members who attended the meeting is appended as Appendix - 'I'.

WELCOME:

The Chairman welcomed all the members to the meeting of the Council particularly the new members namely, Prof.M.S.Sangma, Pro-Vice-Chancellor, Tura Campus, Mrs. S. Rynjah, Officer-on-Special Duty, Dr. L.P. Pathak, Librarian, Prof.(Ms) J. War of Linguistics Department, Mrs. R. Ralte, English Department, Mizoram Campus, Prof. V.K. Kumar, Commerce Department.

APOLOGY:

Apologies were received from Prof. R. Gopalakrishnan.

Item No. 1 Confirmation of the MINUTES:

(i) AC:52:96:5:5:(i): Modification thereof:

No.AC:53:96:01:(i): The Minutes of the 52nd. meeting were confirmed with the following modifications:

(1) Resolution No:AC:52:96:5:5:(i): shall read as:

"The Council in general stressed on compliance to the provision of the Ordinance and RESOLVED that a Committee consisting of the following members may look into the irregularities that occurred in the Department of Education, Mizoram Campus".

(2) Resolution No:AC:52:96:6:6:(i): shall read as:

"Minimum qualification required for appointment of Lecturers in Art, Sciences, Social Sciences, Commerce, Education, Physical Education, Foreign Languages and Law.

1. Good academic record with at least 55% marks or equivalent grade at Master's degree level in the relevant subject from an Indian University or an equivalent degree from a Foreign University.

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(ii) Candidates, besides fulfilling the above qualifications, should have cleared the eligibility test for lecturers conducted by UGC/CSIR or similar test, accredited by the UGC.

OR

should have submitted their Ph.D. thesis, or completed their M.Phil degree by 31st. December, 1993.

The regulations of 1991 for the appointment of lecturers are not applicable to the teachers who were appointed through a duly constituted Selection Committee before 19th. September, 1991.

Also if a candidate was appointed on the recommendations of a duly constituted Selection Committee before 19th. September, 1991 and is still working, he/she may be eligible to apply for a post of lecturer without fulfilling the qualifications prescribed in the Regulations of 1991.

The Commission has also provided relaxation of the minimum marks at the Post Graduate level from 55% to 50% for appointment as Lecturer to the candidates who have cleared the JRF examination conducted by UGC/CSIR only, prior to 1989, when the minimum marks required to appear for JRF exam were 50%.

If there is any other specific case, which is not covered under the above points, the matter may be referred to the University Grants Commission with specific facts supporting the reasons for seeking relaxations, on case to case basis.

Item No. 3 Ratification of action taken by the Vice-Chancellor.

(i) Consideration of external experts to the School Board.

No:AC:53:96:03:(1): The Council ratified the action taken by the Vice-Chancellor in nominating the following external experts to the School Boards of the Schools of Life Sciences and Humanities and Education.

School of Life Sciences:

1. Prof. Ashim Chakrabarti,  
Department of Life Sciences,  
North Bengal University,  
P.O. Raja Ram Mohan Puri, Dist:Darjeeling,  
West Bengal - 734430.
2. Prof.T.R. Rao,  
Department of Zoology,  
University of Delhi,  
New Delhi - 110007.

3. Prof. A.K. Tyagi,  
Department of Bio-Chemistry,  
University of Delhi South Campus,  
Benito Jaurez Road,  
New Delhi - 110021.
4. Prof. D.N. Tiwari,  
Department of Botany,  
Banaras Hindu University,  
Varanasi - 221005.
5. Prof. P.K. Gupta,  
Department of Agricultural Botany,  
Meerut University,  
Meerut(UP).

School of Humanities and Education:

1. Prof.C.L. Anand,  
F.87 Vikaspuri,  
New Delhi - 110018.
2. Prof. J. Jha,  
Principal,  
B/8 Professor's Colony,  
North LB, Shastrinagar,  
Patna - 800023.
3. Prof. Harish Trivedi,  
A-5 Sector 14,  
NOIDA - 201301.
4. Prof. I.M. Simon,  
Mawlai Umjaiur,  
Shillong - 793008.
5. Prof. M.P. Marathe,  
Head, Department of Philosophy,  
Poona University,  
Pune - 411007.

(ii) Panel of Experts.

No:AC:53:96:03:(ii): The Council ratified the Panel of Experts drawn up by the Vice-Chancellor for the Selection Committees of the Departments of Hindi and Garo.

Item No. 5 Academic Matters -

5:1- Statutes, Ordinances, Regulations and Rules-  
Revised Ordinances on -

(i) OB-6: On the Affiliation of Colleges and Regulations and programmes thereto.

(ii)OB-7: On the College Development Council.

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Ordinance on:

- (i) Management of Colleges admitted to the privileges of NEHU.
- (ii) Management of Colleges maintained by the University.

No:AC:53:96(5(01:(i): The Council considered the revised Ordinances OB-6, OB-7 on the Affiliation of Colleges and the College Development Council respectively and also the Regulations and Proformas under Ordinance OB-6 and RESOLVED to approve the same with modifications. The modified Ordinances, Regulations and Proformas are placed at Appendix 'A' to 'P'

The Council also considered the draft Ordinances OB-16 and OB-17 on the Management of Colleges/Institutions admitted to the privileges of the University and on the Management of Colleges/Institutions maintained by the University respectively and RESOLVED to approve the same with modifications. The modified Ordinances are placed at Appendix- 'Q' and 'R'

5:2 Syllabus-

- (i) Revised Syllabus B.Sc. in Chemistry.

No:AC:53:96:5:2:(i): The Council considered the revised Syllabus for B.Sc. Chemistry and RESOLVED to approve the same.

- (ii) Syllabus on Environmental Chemistry - M.Sc.level.

No.AC:53:96:5:2:(ii): The Council considered the Syllabus on Environmental Chemistry for M.Sc. of 100 marks to be implemented from the 1996-97 academic session and RESOLVED to approve the same.

- (iii) M.Sc. Physics Syllabus.

No:AC:53:96:5:2:(iii): The Council considered the revised Syllabus for M.Sc. in Physics and while RESOLVING to approve the same noted the comments of the two teachers from the Department.

The Council further, RESOLVED to constitute a Committee

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consisting of the following members to hold a comprehensive enquiry into the working of the Department of Physics, fix responsibility for its functional difficulties, identify problem areas and suggests remedies for ensuring future smooth functioning of the Department.

1. Prof. N. Hasan - Chairman
2. Prof. P.K. Misra - Member
3. Prof. K. Chatterjee- Member

(iv) Revised Syllabus for M.A. Education, English, Khasi, and Philosophy.

No:AC:53:96:5:2:(iv): The Council considered the revised syllabus of for M.A. in Education, English, Khasi and Philosophy and on approving the same noted that the Department of Philosophy not have a Course on Environment and RESOLVED that the Philosophy Department be directed to frame the same immediately.

(v) Syllabi on Environment, Department of Zoology, Botany and Bio-Chemistry.

No:AC:53:96:5:2:(v): The Council considered the Syllabus on Environment for M.Sc. in Zoology, Botany and Bio-Chemistry which are compulsory but non-credit Courses and RESOLVED to approve the same, however the Council also RESOLVED that credits should be given for the courses.

(vi) Syllabi - Department of Economics and Department of Library Sciences.

No:AC:53:96:5:2:(vi): The Council considered the Syllabus on Environment for M.A. in Economics and M.Lib. Science and RESOLVED to approve the same.

(vii) M.A./M.Phil Courses in Political Science, History and Sociology.

No:AC:53:96:5:2:(vii): The Council considered the Syllabus for M.A. and M.Phil in Political Science and also M.Phil

Courses in History and Sociology and while approving the same desired that the Department of Sociology and History should frame the Syllabus on Environment at the M.A. level. Further, the Council also RESOLVED that the M.Phil paper of the Department of Sociology on Tribal Societies be sent back to the School Board for review with the suggestion that the term "Tribal Societies" be changed.

(viii) Proposed Syllabus for the Department of Linguistics, NEHU, Shillong.

No:AC:53:96:5:2:(viii): The Council considered the Syllabus for the Department of Linguistics and while resolving to approve the same, directed the Department to frame a compulsory course on Environment.

5:3- Research -

- (i) Minutes of the meeting of the Sub-Committee to frame regulation on the conduct of Pre-Submission Seminar and also the regulation preparation of M.Phil/Ph.D. thesis.

No:AC:53:96:5:5:(i): The Council considered the recommendations of the Committee constituted to examine the Regulations on the conduct of the Pre-Submission Seminar and on preparation of the M.Phil/Ph.D. thesis and RESOLVED to approve the same. This is also applicable to other departments having dissertation courses.

5:5- Examination Matters-

- (i) Three Year Degree Courses with Annual System of Examination.

No:AC:53:96:5:5:(i): The Council considered the Report of the Committee appointed by it to look into the Annual System of Examinations for the Three Year Degree Courses and while noting the views of the College Principals RESOLVED that the existing Annual System of examination be continued and the qualifying marks for admission to the Degree Course in Honours

contd.....7.

shall be based on a minimum of 45% of the marks secured in the subject or 45% in aggregate for subjects not studied in the Plus Two level.

- (ii) Report of the Committee constituted vide Academic Council Resolution No.AC:52:96:5:5:(i)- Order of the Gauhati High Court, Aizawl Branch under Civil Rule No.65/94(AB).

No:AC:53:96:5:5:(ii): The Council considered the Report of the Committee constituted to look into the irregularities that occurred in the Department of Education at the Mizoram Campus, Aizawl and RESOLVED to accept the recommendations of the Committee that :

1. The Department of Education at the Mizoram Campus being an under-staffed Department should not have any provision for an M.A. dissertation which is time-consuming.
2. The School Board on Humanities and Education, the Office of the Controller of Examinations did not take note of the violation of the University Rules between 1984-1994.
3. The small number of faculty in the above Departments in the absence of an immediate support base from the University system worked under a heavy pressure and assumed that late submission of dissertation would be accepted as a fait accompli which should not be repeated.
4. It is desirable that the University system(i.e. Board of Post-Graduate Studies, School Board and the Office of the Controller of Examinations) be vigilant in the matters of Examinations.
5. It is imperative to examine if a practice can be evolved which the Office of the Pro-Vice-Chancellor of the Campus plays an effective role as the Academic Head of the University Campus in terms of Academic Administration.

- (iii) Recognition of the Plus Two State of the Meghalaya Board of Secondary Education.

No:AC:53:96:5:5:(iii): The Council considered the request of the Secretary, Meghalaya Board of Secondary Education to recognise the Plus Two Stage of examinations with five papers having a total of

500 marks and noted that the Meghalaya Board of Secondary Education had adopted the University's Pre-University Syllabus. The Council after detailed discussion made the following decisions: RESOLVED that :

(a) The new Pre-University Course structure with Annual System of Examination and a break up of 40% of the syllabi in the first year and 60% in the second year is not suitable for a system of examination based only on the second year syllabi as is being done by the Meghalaya Board of Secondary Education,

(b) Presuming that the Meghalaya Board of Secondary Education vets its list of paper setters and examiners through a properly set up Board, NEHU would be in a position to recognise the + 2 Stage of School Education of the Meghalaya Board of Secondary Education provided the following are observed:-

The Board conducts its + 2 examinations all in a go for 900 marks at the end of the second year.

OR

The Board conducts its examinations breaking up the + 2 Stage into the first and second year examinations, as is currently being done by NEHU.

(c) NEHU would be in a position to consider recognition for the purpose of admission to its degree level course with the arrangement of the Board with 500 marks at the end of the second year when only the existing syllabi is so structured and built up as to be defensible and recognisable by other Universities and institutions.

(iv) University Grants Commission Regulations on the minimum standards of Instructions for the grant of First Degree in Arts/Science/Commerce.

No.AC:53:96:5:5:(iv) : The Council considered the norms laid down by the University Grants Commission on the minimum standards of instructions for the grant of First Degree in Arts/Science/Commerce etc., and RESOLVED that :

1. No students shall be eligible for admission to the First Degree Course unless he has successfully completed twelve years of schooling through an Examination conducted by a Board.

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2. No students shall be eligible for the award of the First Degree unless he has successfully completed the three Years' Degree Course.
3. The Three years' Degree Course after 10 + 2 stage should in no case be termed as BA/B.Sc/B.Com(Pass) Degree. It may instead be called BA/B.Sc/B.Com(General/Honours/Special) Degree as the case may be.
4. No private candidate should be permitted to appear for an examination.
5. No student shall be eligible to seek admission to the Master's Degree Course who has not completed the First Degree Course of Three Years' duration.

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

- (i) Introduction of a Course on Environment Awareness.

No:AC:53:96:5:6:(i) : The Council considered the recommendations of the Committee appointed by it to look into the matter of framing relevant Courses on Environment Awareness at the Post-Graduate and Under-Graduate level and RESOLVED to accept the recommendations of the Committee.

- (ii) Impact on North-Eastern Hill University consequent upon establishment of a Mizoram University and taking over of a College or opening of a University College in Shillong/Jowai.

No:AC;53:96:5:6:(ii): The Council considered the Reports of the various Committees on the event of the establishment of a Mizoram University and the taking over of the Government College at Jowai. At the outset the representatives of the Pachhunga University College Teachers were allowed to express their views before the Council. The Council RESOLVED that if the University has to withdraw from the Pachhunga University College the personnels would be given option for either Mizoram University service or North-Eastern Hill University service.( The Under-Graduate Department be shifted to a College in Meghalaya). The Council also discussed that the terms of the Memorandum of Understanding to be executed between the Government of Mizoram and the North-Eastern Hill University in the event of the establishment of a Mizoram University

and RESOLVED that while the matters relating to land, assets and liabilities do not fall under the purview of the Academic Council, the terms laid down in the discussions between the State Government Officials of Mizoram and the University's representatives on the terms and conditions of employees at North-Eastern Hill University, Mizoram to be absorbed in the Mizoram University be accepted. The Council, however took strong exception to the Clause where the State University should screen the employees opting to go over to the Mizoram State University. The Council further, RESOLVED that the employees absorbed in the State University shall be granted protection of the last pay drawn as well as other allowances. The Council also RESOLVED that North-Eastern Hill University shall conduct the examinations and award degrees to the students already admitted in the affiliated Colleges at Mizoram after the establishment of the Mizoram State University, on request and on payment as per actual cost price. The Council, further RESOLVED that the proposal of granting 10% weightage to the students coming out of the affiliated colleges at Mizoram for the purpose of admission to the Post-Graduate Courses in North-Eastern Hill University should not continue after the State University is established.

The Council also considered the placement of the Post-Graduate Departments presently at the Mizoram Campus, Aizawl and RESOLVED that the Departments may be located as suggested by the Committee appointed by the Council.

(iii) Location of the Post-Graduate Departments  
in Mizo.

NO:AC:53:96:5:6:(iii): The Council considered the establishment and location of a Post-Graduate Department in Mizo and RESOLVED that :

1. The Post-Graduate Department in Mizo will be located alongwith the other Post-Graduate Departments at Aizawl Campus and not at Pachhunga University College.
2. The Department may be established on receipt of the funds to set-up and sustain the Department from the Government of Mizoram till such time the University Grants Commission takes up the responsibility to fund the Department.
3. The Teachers of the Department will be appointed by the University in accordance with the Statutes, Ordinances and Regulations laid down for the purpose.

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(iv) Taking over of Kiang Nongbah Government College,  
Jowai.

NO:AC:53:96:5:6:(iv): The Council considered the proposal for the taking over of the Kiang Nongbah Government College at Jowai and RESOLVED to accept the Committee Report. The Council further RESOLVED that a Committee consisting of the following members may continue negotiations with the Government of Meghalaya.

1. Prof. R. Lalthantluanga - Convener  
Pro-Vice-Chancellor, NEHU,  
Mizoram Campus, Aizawl.
2. Prof. M.S. Sangma, - Member  
Pro-Vice-Chancellor,  
Tura Campus.
3. Prof. A.C. Sinha - -do-
4. Prof. M.N.Karna. - -do-

5:7 Affiliation etc.

(i) Inspection Report for extension of Degree  
Course in Jaintia Eastern College, Khliehriat.

NO:AC:53:96:5:7:(i): The Council considered the Inspection Report for renewal of Affiliation of the Degree Course in respect of the Jaintia Eastern College and RESOLVED that a second Inspection Team may be deputed to visit the College and confirm if the conditions laid down by the first Inspection Team have been fulfilled.

5:8- Others

(i) Rescheduling of papers taught in  
B.A./B.Sc in Economics.

NO:AC:53:96:5:8:9i): The Council considered the rescheduling of papers taught at the B.A/B.Sc. level for Economics and RESOLVED to approve the same.

(ii) Representation of the Campus Head,  
Department of Economics, NEHU, Aizawl.

NO:AC:53:96:5:8:(ii): The Council considered the representation of the Campus Head of the Department of Economics and rejected his suggestion since adequate provisions have been made in the Ordinances for the representation of the Campus Departments for the empanelment of examiners and external experts of the various Boards.

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(iii) Reservation for SC/ST candidates for Post-Graduate Fellowship/Scholarship under North-Eastern Hill University.

NO:AC:53:96:5:8:(iii): The Council considered the reservation of

North-Eastern Hill University Post-Graduate Scholarships and fellow-ship for SC/ST candidates and RESOLVED that the award of North-Eastern Hill University Post-Graduate Scholarship and Fellowship may be made as follows:

- (i) Open category - 40%
- (ii) Reserved for SC/ST candidates - 50%
- (iii) Vice-Chancellor's Quota for the following categories of students - 10%:

- (a) Students nominated by the Central Government.
- (b) Unrepresented Backward Areas.
- (c) Physically handicapped.
- (d) Outstanding Sportsmen/Sports-Women.
- (e) Children of North-Eastern Hill University employees.
- (f) Employees with All India Transfer Liability excluding Private Organisations.
- (g) Donor Non-Resident Indians.

Note : Applicants under (iii) above are required to submit necessary documents in support of their claims.

1. In determining inter-se priority from amongst those claiming to hail from backward area the level of Literacy obtained in that area may be taken as the guiding factor. For outstanding Sportsmen/Sports-women the level of participation at the Inter-University, State or Nationals, within the last three years only shall be taken into account.

- 2. The Office of the Dean Students Welfare will prepare a consolidated list of all applicants, 40% of the award shall be on the basis of merit and shall include SC/ST students who by merit can figure in the open list. For the remaining 50% awards, a list of candidates belonging to SC/ST will be prepared and the awards will be awarded to those candidates in order of merit.
- 3. Awards under category (iii) above will stand converted to category (i) if unfilled.

(iv) Special assistance programmes-autonomy thereof.

NO:AC:53:96:5:8:(iv): The Council considered the grant of autonomy to the SAP Departments as suggested by the University Grants Commission and RESOLVED to accept the same in principle but the matter may be further examined by the Committee of the Heads and Co-ordinators of the SAP Departments.

(v) Identification of the allied and cognate Departments for constitution of the Board of Post-Graduate Studies.

No:AC:53:96:5:8:(v): The Council considered the identification of allied and cognate Departments for the Department of Geology for the purpose of constituting the Board of Post-Graduate Studies and RESOLVED that the subject be as follows:

	Departments within the School(Clause 1(iv) of OA-8)	Departments outside the School(Clause 1(v) of CA-8).
1.	Geography	1. Zoology
2.	Anthropology	2. Botany
		3. Forestry
		4. Chemistry
		5. Physics

(vi) Increase in intake capacity of students in the Department of Sociology.

No:AC:53:96:5:8:(vi): The Council considered the increase in the intake capacity for the Department of Sociology with effect from the 1996-97 academic session and RESOLVED to approve the same.

Item No. 6 ADMINISTRATIVE MATTERS :

6:6- Service Condition/Financial and Other benefits.

(i) Counting of previous experience for placement of Lecturer under Career Advancement Scheme.

No:AC:53:96:6:6:(i): The Council considered the question of counting the previous experience for placement of Lecturers

under Career Advancement Scheme as laid down by the University Grants Commission and RESOLVED that the words 'experience of a person before appointment as a Lecturer, adopted vide Resolution No:AC:52:96:6:6:(i) be read as ' Experience of a person before or after appointment as a Lecturer' for the purpose of qualifying service for placement in the senior scale/selection grade.

Item No.7 - Financial Matters-

7:1 Others-

- (i) Development proposal during the 9th.Plan period.

No:AC:53:96:7:1:(i): The Council considered the Development proposal during the 9th.Plan period and RESOLVED that status-quo may be maintained between the Departments and Centres. While projecting the Plan proposals each department shall have a minimum staffing pattern of six teachers and a maximum of twenty teachers. The size of the final projection should be around Rupees Forty crores. Provision is also to be made for a department of Bio-Technology and also Management Studies. The Council further, authorised the Planning Board to go ahead with the projections for the 9th.Plan proposals; and in view of the time constraints any content of such plan projection which contain academic matters be reported to the Academic Council for ratification.

The Council, further RESOLVED that an Interdisciplinary Centre for "Area Studies" may be set-up in the North-Eastern Hill University.

contd...15.

Item No. 8- Items from the Chair.

No:AC:53:96:8:(i): The Chairman informed the Council that the Syllabus on Environment for Mathematics has been prepared by the Board of Post-Graduate Studies of the Department. However, the same could not be placed before the School Board. The Council, therefore RESOLVED to approve the same subject to approval by the School Board. The Council, further RESOLVED that the Course on Environment of those Departments which have not been placed before the Council, the Syllabus can be approved by the Committee

No:AC:53:96:8:(ii): The Course on Environmental Administration for the Department of Public Administration was also approved as part of the Syllabus in lieu of the Course of Office Management. The Council however, observed that too many books have been laid down for the readings and the Department should cut down on the essential books.

No:AC:53:95:8:(iii): The Council approved the revised Syllabus for M.A. in Psychology as amended by the School Board for the first-three semesters only.

No:AC:53:96:8:(iv): (a) The Chairman informed the Council that Dr. K.C. Joseph of the erstwhile Department of English at Kohima has requested for a transfer to the Shillong Campus instead of the Wura Campus on health grounds. The Council however, RESOLVED that his posting order to the Department of English at Wura Campus may stand so as to strengthen the Department.

(b) In view of the location of the Department of Linguistics at Shillong, Prof(Ms.) J. War and Dr. R.Sachdeva may be posted at Shillong.

No:AC:53:96:8:(v): The letter from the Head, Department of Physics regarding the admission of scholars to the M.Phil and Ph.D. Programmes throughout the year was read out to

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the Council and the Council RESOLVED that M.Phil and Ph.D. Scholars may be admitted as per the ordinances.

The meeting ended with a vote of thanks from the Chair at 6.30 P.M. on the 4th of June, 1996.

Sd/- ( B. Pakem )  
Chairman,  
Academic Council,

(Mrs.S.Rynjah) *[Signature]*  
Secretary,  
Academic Council.

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LIST OF MEMBERS ATTENDING THE FIFTYTHIRD  
MEETING OF THE ACADEMIC COUNCIL, HELD ON  
3RD AND 4TH JUNE, 1996.

1. Prof. B. Pakem,  
Vice-Chancellor,  
North-Eastern Hill University.
2. Pro-Vice-Chancellor,  
NEHU, Mizoram Campus,  
Aizawl.
3. Pro-Vice-Chancellor,  
NEHU, Tura Campus,  
Tura.
4. Prof. A. N. Rai
5. Prof. H. W. Ston
6. Prof. R. N. Prasad
7. Shri K. Liantuala  
Hrangbana College.
8. Smt. R. Ralte,
9. Prof. K. P. Nath
10. Prof. (Mrs) K. S. Lyngdoh
11. Prof. E. N. Lall
12. Prof. S. N. Bhat
13. Prof. H. Junjappa
14. Dr. S. Jawaid
15. Dr. B. L. Swer
16. Prof. P. P. Gokulanathan
17. Dr. Lalit P. Pathak
18. Shri T. B. C. Liandala
19. Prof. Mahesh Lalwani
20. Prof. R. K. Rai
21. Smt. N. Syiem
22. Prof. M. K. Choudhuri

Contd/.../-

23. Prof. M. K. Mahanti
24. Prof. A. K. Ghosh
25. Prof. T. Lawma
26. Dr. C. Thanthianga
27. Prof. S. Bhattacharjee
28. Dr. R. Rualthansanga
29. Prof (Mrs) H. Giri
30. Prof. Mramod Tandon
31. Prof. K. K. Upadhyaya
32. Shri S. K. Ghosh
33. Dr. S. Ganguly
34. Prof. K. Chatterjee
35. Prof (Mrs) V. Tandon
36. Prof. Noorul Hasan
37. Dr. R. P. Sharma
38. Prof. M. A. Sudhir
39. Dr. M. K. Das
40. Prof (Ms.) J. War
41. Prof. V. K. Kumar
42. Prof. Man Mohan Singh
43. Prof. Y. S. Chauhan
44. Prof. J. C. Binwal
45. Prof. M. B. Rege
46. Prof. P. K. Misra
47. Prof. A. Raghvarman
48. Dr. L. N. Singh
49. Smti. B. Tymthai

Contd/.../-

50. Shri E.M. Sohkhlet
51. Prof (Mrs) M.S. Padma
52. Prof. R. Bhattacharjee
53. Prof. M.C. Pandey
54. Raghuvir Singh
55. Prof. K.K. Sharma
56. Prof. R.L. Walli
57. Dr. A. Patton
58. Prof. S.K. Mishra
59. Prof. A.K. Baruah
60. Shri S.D. Nandi
61. Shri D.L. Warjri
62. Prof. A.N. Jaiswal
63. Dr. C. Nunthara
64. Dr. Soumen Sen
65. Dr. B.K. Tripathi
66. Dr. D.V. Kumar
67. Prof. C.S. Shastri
68. Prof. K. Kumar
69. Dr. R. Sharma
70. Dr. (Mrs) Biloris Lynden Laso
71. Prof. A.C. Sinha
72. P. Imdad Hussain
73. Prof. Philomath Passah
74. Prof. Himadri Kumar Mukerjee
75. Prof. R.P. Bajpai

Contd/.../-

- 76. Prof.S.S.Khare
- 77. Prof.Y.S.T.Rao
- 78. Dr.R.K.Pathak
- 79. Prof.A.C.Mohapatra
- 80. Prof.A.K.Gupta
- 81. Mrs.S.Rynjah,  
Officer on Special Duty.

OB 6.

ON THE AFFILIATION OF COLLEGES

( Statute 33 (6) of the Schedule  
to the NEHU Act)

Affiliation  
Committee.

1.(1) The Academic Council shall constitute an Affiliation Committee for Colleges/Institutions under the University - The composition of the Committee shall be as follows :

- (i) Vice-Chancellor ~~or~~ - Chairman  
Pro-Vice-Chancellor.
- (ii) Director of Public - Member (s)  
Instructions/Higher  
Education or his  
nominee of the State(s)  
concerned.
- (iii) Two nominees of the - Members  
Academic Council
- (iv) Registrar or any - Member  
other Officer nominated Secretary.  
by the Vice-Chancellor.

Powers &  
Functions.

(2) The Affiliation Committee shall be the main body to scrutinize the applications for affiliation and recommend to the Academic Council affiliation of Colleges/Institutions. Withdrawal of affiliation if any, of Colleges/institutions shall also be recommended by the affiliation Committee.

Meetings.

(3) The Affiliation Committee shall meet as and when necessary.

Quorum.

(4) The Quorum for the meeting of the Committee shall be one-third of its total membership.

Degree Colleges: 2. The Colleges for the purpose of the Ordinance shall be Degree Colleges including the professional ones, providing instructions for relevant degree courses (General/Major/Professional courses ). Admission to the privileges of the University for various courses leading to a particular degree shall be decided separately.

Starting a  
New College/  
Institution/  
Course.

3.(1) When it is proposed to start a new college/institution/course, the sponsoring body, or in the case of a Govt. College/institution, the Head of the Govt. department concerned, shall submit an application to the Registrar in a prescribed form not later than August 15 of the preceding year in which it is intended to start the college/institution/course. The application shall be accompanied by a project report giving details along with required fees as laid down hereunder.

Initial screening of the application.

(2) On the receipt of the application along with prescribed fees, the Affiliation Committee shall scrutinize the application and may seek further clarification, if necessary from the sponsoring body either in writing or through a representative. If the Committee is satisfied with the project report, it shall constitute an Inspection Team with the approval of the Vice-Chancellor, with not less than three members including the Director of Public Instructions/Higher Education of the State concerned or his nominee and the subject expert(s). The Convener of the Inspection Team shall be a person not below the rank of Professor.

Inspection Team

(3) The Inspection Team shall take necessary steps to examine the request, inspect the site and submit its report on the need for the proposed College/Institution/course, the suitability of the site, feasibility of the plan submitted, the adequacy of physical and financial resources offered, library/laboratory facilities and submit the necessary recommendations to the Affiliation Committee. If the Affiliation Committee is satisfied with the report it shall recommend for getting permission to start a college/institution/course to the Academic Council.

Contd./.../-

(3) On receipt of permission to open a college/institution or to start a new course, the sponsoring agency shall make all necessary preparations. If a new college/institution is to be opened steps shall be taken to constitute a Governing Body and make appointment of the Principal/Director and other teaching and non-teaching staff as the case may be, in accordance with the provisions of the Statutes, Ordinances and Regulations. If a new course is to be started in any existing college/institution necessary arrangements in terms of physical facilities, Library and laboratory equipment shall be made along with appointment of teaching/non-teaching staff required for the purpose.

Preliminary steps by the sponsoring Agency for provisional Affiliation.

- (4) On receipt of permission to open a college/institution or to start a new course, the sponsoring agency shall make all necessary preparations. If a new college/institution is to be opened steps shall be taken to constitute a Governing Body and make appointment of the Principal/Director and other teaching and non-teaching staff as the case may be, in accordance with the provisions of the Statutes, Ordinances and Regulations. If a new course is to be started in any existing college/institution necessary arrangements in terms of physical facilities, Library and laboratory equipment shall be made along with appointment of teaching/non-teaching staff required for the purpose.

Application for Provisional Affiliation.

- (5) The sponsoring agency, having made all arrangements and preparations to open a college/institution or to start a new new course(s) in the existing college/institution, shall inform the University forthwith about the appointment and about the fact that the college/institution/course has started not later than 15 days after the beginning of the academic session and shall make an application to the University for provisional affiliation.

Grant of Provisional Affiliation

(6) The Chairman of the affiliation Committee shall constitute either a fresh Inspection Team or send the same team (the one whose report permission was granted) visit the college/institution on any working day in the first academic session latest by 31st October and submit a report in the form as may be prescribed in the Regulations. The Affiliation Committee after receiving the report will forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may grant provisional affiliation for a period of three years only.

Affiliation may ordinarily be granted in the first instance, to start general level courses. Provided that in the case of a college/institution sponsored by the Government or by an Educational Society of repute, affiliation may be granted to general and major level/professional courses simultaneously.

Renewal of Provisional Affiliation

4.(1) Provisional affiliation to a college/institution shall be granted for a period not exceeding three years at a time. Request for renewal shall be submitted in the prescribed form, six months before the expiry of the period of provisional affiliation.

(2) The Chairman of the Affiliation Committee shall constitute an Inspection Team to report on the request for renewal. The Inspection Team shall visit the college, review its progress and performance in general and submit a report along with its recommendations for renewal/withdrawal of provisional affiliation. The affiliation Committee after reviewing the report, shall forward the same to the Academic Council along with its comments for necessary action.

Inspection

5. Every college/institution admitted to the privileges of the University shall be inspected as per the provision laid down in the statutes.

Permanent Affiliation

5.(1) A College/institution which has been granted provisional affiliation, after the lapse of the stipulated period as prescribed in the Regulation, may apply for permanent affiliation which may be considered by the Executive Council on the basis of recommendation of the Academic Council.

Power to lay down new conditions.

(2) The Executive Council may, from time to time, lay down new conditions for affiliation (general or specific, regarding staff, buildings, equipments, library, laboratories, finance or other relevant matters) and specify the date by which these conditions must be satisfied failing which the college/institution may not be allowed to enjoy the privileges of the University.

Admission of Students.

(3) No student shall be admitted to any college/institution/course of study before permission to start classes is granted by the University.

Affiliation and other fees.

(4) A sponsoring Agency seeking permission to open a new college/institution or start a new course(s), seeking provisional/permanent affiliation shall deposit the reserve fund & pay the fees as specified below:-

- (i) Fees for permission to open a new college/institution - Rs. 15,000/-
- (ii) Fees for renewal of Provisional affiliational/permanent affiliation. - Rs. 5,000/-
- (iii) Fees for permission to open a new course/subject. - Rs. 3,000/-
- (iv) Annual enrolment fee @ Rs. 10/- per student on rolls as on the closing day of admission of the year.

Contd/.../-

(v) Reserve fund in long term fixed deposits in the name of the college for period of at least 5 years.

For general stream - Rs.4,00,000/-

For Major stream - Rs.5,00,000/-

Provided that the Govt.College/institutions are exempted from depositing the reserve fund.

Dissolution of a college/Institution/course of study.

6(1) No college/institution/course of study shall be dissolved or abolished by its 'Governing Body' or Advisory Committee without making prior arrangement for admission of its students in another affiliated college(s) and without making alternative arrangement for the employment of the permanent members of the staff and also without obtaining prior approval of the Academic Council, Executive Council of the <sup>State</sup> government, the University Grants Commission.

Provided that no college/institution/course of study shall be dissolved/abolished in the midst of an academic session.

Minimum Number of Classes per week/per paper

The time table of a College shall provide the minimum number of Lectures/tutorials/practicals in every paper carrying 100 marks as under:

Subject other than Science(General)

(i) 4 Lecture and one tutorial each of 45 minutes duration.

Honours

5 Lecture and one tutorial each of 45 minutes duration.

Provided that a college shall make arrangements for classes in each paper carrying 100 marks so as to ensure that each general paper is taught for at least 150 periods(including tutorials, while each <sup>Honours</sup> paper is taught for at least 180 periods(including tutorials) in a year.

Three year degree Course in Science(General)

(i) 4 Lectures of 45 minutes each and practical of 6 hours per week.

Honours

5 Lectures of 45 minutes each and practicals of 6 hours per week.

Provided that a college shall make arrangement for classes in each paper carrying 100 marks so as to ensure that each paper is taught for at least 180 periods(including practicals) in a year.

Minimum staffing requirement

Subject to the provision as laid down in the Regulations concerning the duties of the teachers and minimum number of classes per week, the minimum staffing requirement of a College shall be as prescribed below.

(i) No College shall be granted affiliation if it fails to satisfy such minimum requirement.

(ii) Three year degree Course Science(General)

At least four teachers.

(iii) Three year degree course, Science(Honours) .

At least five teachers.

(iv) Three year degree course (per programmes) other than Science(General) .

At least three teachers.

(v) Three year degree course, (per programmes) other than Science(Honours)

At least four teachers.

NOTE: However in a College where English, is taught only as a compulsory subject there shall be at least four teachers. But in a college where English/MIL is also taught as a Honours subject there shall be at least five teachers in each subject

On Duties/Work-load of Teachers

1. The work load of a teacher shall not ordinarily be less than 25 periods of teaching (including tutorials) in a week.

Provided that the duration of class (including tutorial) shall not be less than 45 minutes.

Provided further that no teacher shall be permitted/required to teach in more than two shifts a day.

No teacher shall be allowed to work in more than one college in the same shift. No teacher of a College shall work in another college without the prior permission of the Governing Body of the College of which he is full time employee.

Notwithstanding anything mentioned above, a full time teacher of a College shall be required to be physically present at his college for a minimum period of 4 hours on a working day.

✓

APPENDIX-'E'

REGULATION-4

OB-6

Norms for Accommodation

1. Each College shall provide suitable accommodation as follows:

- (i) One room for the Principal
- (ii) One room for the Vice-Principal, if any
- (iii) One room for the College office with necessary arrangement for a Cash counter.
- (iv) One common-room for the staff.
- (v) One common-room for boys and another for Girls.
- (vi) One Library with sufficient space for reading.

In addition to the above, the College shall provide class rooms as specified below:

- (i) There shall be separate class rooms for compulsory and elective subjects.

Provided that the class room shall be of a size that each student sitting therein is provided with a minimum floor area of 0.75 sq. metre.

- (ii) For Science subject there shall be separate Lecture theatres and lab rooms with the provision that no student will have less than 2.2 sq. metre floor area for working in the laboratory.

- (iii) Each college shall make necessary arrangement for museum, balance room, dark room, Computer room, preparation room etc. which shall be close to the respective labs./class room.

Norms of Library Facilities

Three year Degree Course(General)

Each College shall have a library of at least 5000 books. In addition, it shall have 300 books for each of the elective subjects and six hundred for English, (including Elective English). Further the College library shall have at least one copy of a text book for each group of ~~(five)~~ students and one copy of a general/reference book for each group of ~~10~~(ten) students

Three year Degree Course(Major)

(i) Each College shall have in addition to 5000 books, at least 500 books for each of the Major subject offered with the provision that each group of 5 (five) students has at least one copy of a text book.

As a general policy, a College shall subscribe to two important journals for each subject.

Professional Courses

A College offering a professional course shall have at least six hundred books in each major area with the provision that each group of 5 (five) students has at least one copy of a text book.

Provided further that each such college shall subscribe to two important journals in each major area.

Norms of number of students to be admitted to various Classes.

Three year Degree Course(General)

(i) The number of students to be admitted to a degree programme in Science shall not ordinarily exceed 40 in each section while the number of students to be admitted to a degree programme in subjects other than Science shall not exceed 50 in each section.

(ii) Provided that the number of students for a practical class shall not exceed 20 under any circumstances.

In case, the number of students exceeds the prescribed limit the class shall be split into two or more sections so as to bring them within the prescribed norm.

Three year Degree Course(Honours)

(i) The number of students to be admitted to a degree programme in subjects other than science shall not ordinarily exceed 35 while the number of students to be admitted to a degree programme in Science shall not ordinarily exceed 25. In case, the number exceeds the prescribed limits the class shall be split into two or more sections so as to bring them within the prescribed norms.

The number of students for a practical class however shall not exceed 15 under any circumstance .

NORTH-EASTERN HILL UNIVERSITY

APPLICATION FOR

1. Establishment of a new college.
2. Opening a new courses in an existing College.
3. Upgrading general Course College into a Major Course College.
4. Provisional Affiliation.
5. Permanent Affiliation.

(Mark whichever is applicable)

-----  
To

The Registrar,  
North-Eastern Hill University,  
Mawkynroh:::Unshing,  
Shillong-793022.

Sub: Application for -----

Sir/Madam,

With reference to the subject quoted above, I submit the information and details as indicated below.

1. Name and Address of the Sponsoring Authority (if a new College) Governing Body (if an established College)
2. Name and Address of the College :

APPENDIX - 'H'

3. Course for which permission is sought :  
(Please specify subjects and standard into which permission is sought).
4. Permission fee/Affiliation fee of Rs. \_\_\_\_\_  
is Enclosed) The payment has to be made through a  
Cheque Bank Draft payable to North-Eastern Hill  
University, Shillong.
5. Whether relevant Proforma is enclosed ?

Date:

Place:

Signature of Applicant

-----

Note: 1. The application, complete in all respects, should reach the Registrar, North-Eastern Hill University, before 15 August of the PRECEDING YEAR in which the College is intended to start.

2. Project Report to be submitted are as follows:

- i) Establishment of a new College: Proforma I
- ii) Opening a new Courses in an existing College Proforma II
- iii) Introduction of Honours Course Proforma III
- iv) Provisional Affiliation Proforma IV
- v) Permanent Affiliation Proforma V.

APPENDIX - 'I'

PROFORMA - I

TO BE SUBMITTED BY SPONSORING AUTHORITY  
WHICH INTENDS TO ESTABLISH A NEW COLLEGE

- A.
1. Name of the College \_\_\_\_\_  
\_\_\_\_\_
  2. \_\_\_\_\_
  2. Affiliation for \_\_\_\_\_  
\_\_\_\_\_
  3. The academic session from which admission starts  
\_\_\_\_\_

B. GENERAL INFORMATION

- 1) Sponsoring authority (i) Governing Body (ii) State Government.
  - a) Name
  - b) Address
  - c) Legal status (Please enclose its constitution)
- 2) Number of Schools and students passing in Higher Secondary examination (+ 2) within a radius of 25 kilometres from the proposed college (enclosed list of Schools/Institution)

<u>NAME OF THE SCHOOL INSTITUTION</u>	<u>NUMBER OF STUDENTS PASSING OUT</u>	<u>DISTANCE THE PROPOSED COLLEGE</u>
---	---	--

APPENDIX-'I'

3. Details of enrolment in a college within a radius of 25 Kilometres from the proposed college(enclose list of colleges)

<u>Name of the College</u>	<u>Number enrolled</u>	<u>Distance from the proposed college</u>
----------------------------	------------------------	---

4. Will it be a day or evening/morning college \_\_\_\_\_

---

C. EXISTING RESOURCES

- 1) Actual land available(in hectares):  
2) Extent of existing building.

<u>Rooms</u>	<u>Number</u>	<u>Size</u>
Classrooms		
Laboratory		
Principal's room		
Office room		
Students room		
Teachers' room		
Library		
Lavatory		
Other rooms(please specify)		

- 3) Size of the playground ( in metres):

## APPENDIX-'I'

## 4) Details of furnitures, equipment etc.

<u>Furniture</u>	<u>Number</u>	<u>Size</u>
Classrooms chairs		
Classroom tables		
Other chairs		
Other tables		
Almirahs		
Other items (Please specify)		

## 5) Details of student hostel

6) Whether all the above resources are owned or acquired. If acquired, a no objection certificate from the owner for use of the building/land/furniture etc. is to be furnished alongwith this form.

D. FINANCIAL POSITION

1. Details on the Reserve Fund in long term Deposit in the name of the college. A certificate from the bank to this office is to be attached.

<u>Name of the Bank</u>	<u>Amount</u>
-------------------------	---------------

2. SOURCES OF INCOME (ANNUAL)	<u>Amount</u>
a. Grants from Government.	
b. Fees	
c. Donation	
d. Others (Please name the sources)	
e. Total annual income.	

APPENDIX-'I'

3. Is the above amount sufficient to run the college ?  
If not, how do you plan to raise the remaining amount ?
4. What are the proposed heads of expenditure ?

<u>Heads of expenditure</u>	<u>Amount</u>
a) Staff salary	
b) Library books	
c) Furnitures	
d) Other items(please name them)	

E. ACADEMIC DETAILS

1. Have you started making appoints to the teaching posts ? If, yes, please furnish a statement indicating names of the Principal and teachers, their academic qualifications, division and percentage of marks at each stage beginning with High School, NET, Research Degree, teaching and research experience, area of specialisation and publication if any.
2. Whether a full time qualified Principal is available?  
YES/NO.
3. What is the expected enrolment for the first academic year?-
4. Admission Policy-Whether it maintains high standard and non-discriminatory principles.

F. LIBRARY- Number of books available and proposed to be purchased.

1. Subjects                      Existing                      Additional Proposed

2. Do you proposed to appoint a Librarian ? YES/NO

G. CO-CURRICULAR ACTIVITIES

Please give details of proposed co-curricular activities as students service, sports, NSS, Debating etc.

DETAILS OF PROPOSED ADMINISTRATIVE POSTS

<u>Designation</u>	<u>Name of Posts</u>	<u>Remarks</u>
--------------------	----------------------	----------------

1. RESOURCE -FUTURE PLAN

Please enclose your proposals, if any, for future development programmes reflecting prospects of the college for the next ten years of Physical, financial resources, academic programme, library facilities, co-curricular activities.

Date:

Signature of the  
Sponsoring authority.

Place:

NOTE: (1) Documentary evidence is to be supplied wherever necessary.

(2) The University has laid down certain essential conditions to be fulfilled by the colleges for establishment of new college. The college authority should make sure to follow such conditions in submitting the Project Report.

(3) The Report and all relevant documents should be submitted in ten copies.

PROFORMA II  
(New Course/ Subject)

To be submitted by the College Authority for Permission to Start a New Course/Subject in an Existing College

A. GENERAL INFORMATION

1. Name & Address of the College \_\_\_\_\_

2. Give the names of courses/subjects existing in the College and additional courses intended to start.

Existing	Course(s) /Subject(s)	Subjects proposed to start of Degree Level
----------	-----------------------	--

- .....
- 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.

3. Please specify the academic session from which the first batch of students are to be admitted for the course(s) subject(s) proposed.

.....  
4. Please specify the month/year on which the first batch of students are expected to take the exam. in the subject(s) course(s) proposed:  
.....

5. Briefly state the need for starting the new course(s) / subject(s)

6. Have you fulfilled all the conditions prescribed by the University for starting the new course(s) /subject(s) ?

7. Does the college have a Governing Body as per University Rules  
If yes, Give a list of the members: (Annexure) .....

B. PHYSICAL FACILITIES:

1. Details of Rooms available (for existing Courses)

<u>Rooms</u>	<u>Number</u>	<u>Size</u>
--------------	---------------	-------------

- a)
- b)
- c)
- d)
- e)
- f)

2. Course for additional Funds for the new Course(s)/ subject(s). Give the source and amount. In case of sanctioned Funds, please enclose a copy of the sanction order:

.....

.....

C. ACADEMIC DETAILS:

1. Details of students enrolment for the last 3(three) years subject wise (use separate sheet if additional space is required).

.....

2. What is the expected enrolment on the new course(s)/ Subject(s).

.....

3. Details of Rooms made available for the new Course(s)/ Subject(s).

<u>ROOMS</u>	<u>NUMBER</u>	<u>SIZE</u>
--------------	---------------	-------------

- a) Class rooms
- b) Others

4. Please give details of your Laboratory equipments (Enclosed subject wise for each) .

.....  
.....

5. Please enclose a list of the College furniture available:

.....

D. STAFF STRENGTH (TEACHING):

1) Please enclose a list giving the names of teachers including the Principal, their academic qualifications, division and percentage of marks at each stage beginning High School, teaching and research experience, classes taught, area of specialisation, publications

NET AND RESEARCH DEGREE

2) Are there any sanctioned post where teacher(s) are yet to be appointed? If yes, please furnish a certificate from the appropriate authority.

.....

E. FINANCIAL POSITION:

- 1. Details of fixed deposit assets in favour of the college. A certificate from the Bank is to be furnished:
- 2. Details of Income and expenditure statement for the last 3 (three) years.

<u>Year</u>	<u>Source of income</u>	<u>Amount</u>	<u>Head of expenditure</u>	<u>Amount</u>
-------------	-------------------------	---------------	----------------------------	---------------

- a)
- b)
- c)

F. LIBRARY

1. Kindly furnish the name and qualification of your Librarian:  
Name qualification

2. Do you have a separate Library Room? \_\_\_\_\_

3. Kindly furnish the number of books (subjectwise available) in your Library and also additional, books/journals proposed.

i) Existing subjects;

<u>Subject</u>	<u>Number existing</u>	<u>Additional proposed</u>	
<u>Books / Journals</u>		<u>Books</u>	<u>Journals</u>

- a)
- b)
- c)
- d)
- e)
- f)
- g)
- h)

APPENDIX-'J'

ii) New course(s) /subject(s)

- a)
- b)

G. GENERAL INFORMATION :

1) When did the last Inspection team visit the college and for what purpose?

.....  
.....

2) Kindly furnish a list of the conditions laid down by the above Inspection Team for fulfilment:

.....

3) Which of the conditions have been fulfilled and when ?

.....

Date  
Place

Signature of the  
Applicant

NOTE: 1) Documentary evidence has to be supplied wherever required.

2) The University has laid down certain essential conditions to be fulfilled by the colleges for introducing new course(s)/subject(s). The college authority should make sure to follow such conditions in submitting the project report.

3) The report and all relevant documents has to be submitted in TEN copies.

ENROLMENT AND UNIVERSITY RESULTS(SUBJECT-WISE)  
FOR THE LAST 3 YEARS

SUBJECTS	YEAR	ENROLMENT		UNIVERSITY		RESULTS
		DEGREE GENERAL COURSE	MAJOR COURSES	DEGREE GENERAL COURSES		MAJOR COURSES

LIST OF COLLEGE FURNITURE

SL NO	NAME OF FURNITURE	NUMBER
----------	-------------------	--------

PROFORMA III

(INTRODUCTION OF HONOURS COURSES)

Report to be submitted by College authority for introduction of Honours Courses

A. GENERAL INFORMATION

1. Name of the college:
2. From which academic session was the college granted affiliation to Degree level ? (Kindly give letter No. & Date) .
3. Please give in details the need and justification for upgrading the college with Honours courses.
4. What are the subjects offered at Degree General level and subjects to be started at Honours level

SUBJECTS

.....

General Course  
offered

Honours Courses  
to be introduced

Have you implemented all the conditions laid down by the University for starting Honours courses ?

6. Please furnish a list of the members of your College Governing Body.

APPENDIX - 'K'

B. PHYSICAL FACILITIES

1. Details of rooms.

	<u>ROOMS AVAILABLE</u>	<u>NUMBER</u>	<u>SIZE</u>
a)	Class rooms		
b)	Principal's room		
c)	Office room		
d)	Teacher's Common room		
e)	Students' Common room		
f)	Laboratories		
g)	Library		
h)	Reading room		
i)	Lavatory facilities		
j)	Other rooms		

C. FINANCIAL POSITION

1. Detail on fixed deposit in favour of the college. A Certificate from the Bank must be enclosed.

<u>NAME OF THE BANK, PASS BOOK/ACCOUNT NO.</u>	<u>AMOUNT</u>
--	---------------

2. Kindly furnish the income and expenditure during the last three years.

<u>YEARS</u>	<u>INCOME</u>	<u>EXPENDITURE</u>
--------------	---------------	--------------------

APPENDIX - 'K'

3. How does the college intend to raise additional funds for starting Honours courses-Indicate the sources

SOURCES

AMOUNT

- a.
- b.
- c.

C. ACADEMIC DETAILS:

1. Details of subject-wise student enrolment during the last three years.

SUBJECT(S)

YEAR

ENROLMENT AT DEGREE LEVEL

1st year 2nd year 3rd year

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.

2. What is the expected enrolment in Honours courses ?

3. Details of subject wise result percentage during the last 3(three) years.

Subject(s)

Year

Percentage at Degree level

1st year 2nd year 3rd year

APPENDIX-'K'

4. Please furnish details of academic qualifications of the Principal and teachers in the order of seniority giving their names, division and percentage of marks at each stage beginning with high school, teaching and research experienced, classes taught, area of specialisation and date of joining, Publications, NET qualified and research degrees.
5. Are there any posts for which teacher have not yet been appointed? If yes, please furnish, sanction order from the appropriate authority and give details below:

<u>Subjects</u>	<u>No of sanctioned posts</u>
-----------------	-------------------------------

E LIBRARY

a

1. Whether the College has/Library ?
2. Do you have a separate reading room ?
3. Give the name and qualification of your librarian

NAME

QUALIFICATION

4. Number of books/Journals available and additional books/ Journals to be purchase.

Number available Additional required

<u>Subject</u>	<u>Books</u>	<u>Journal</u>	<u>Books</u>	<u>Journals</u>
----------------	--------------	----------------	--------------	-----------------

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.

APPENDIX - 'K'

F. DETAILS OF THE LAST INSPECTION

1. When did the last University Inspection team visit the College and for what purpose ?
2. What were the conditions laid down for fulfilment ? Please list them.
3. Which of the conditions have been fulfilled and when?

Date :

Place:

Signature of the applicant

.....  
NOTE

- (1) Documentary evidence is to be supplied wherever necessary.
- (2) The University has laid down certain essential conditions for starting Honours course(s), The College Authority should make sure to fulfil such conditions while submitting the Project Report.
- (3) The Project report along with all relevant documents is to be submitted in ten copies.

PROFORMA IV

Project Report to be submitted by the Sponsoring Authority/  
College authority to seek Provisional Affiliation.

1. Name of the College :
2. Date and reference of the first permission, grant by the  
University to establish a College:
3. Date from which the College started its regular classes:
4. Please furnish actual position of the Academic details  
as on the last date of admission:
  - a) Number of teaching staff appointed :
  - b) Courses/subjects started:
  - c) Number of students enrolled:
  - d) Name of the Principal and teacher(s) with qualification,  
experience and date of joining.
  - e) Number of volumes procured for the Library: (Books and  
Journals to be indicated seperately) .
5. Progress report on the recommendations of the University  
at the time of granting first permission to start the  
College:
6. Any other relevent information:

Date:

Place:

Signature of the Applicant

-----  
**Note:** The applications is to be submitted in ten copies.

## PROFORMA V

## (PERMANENT AFFILIATION)

PROJECT REPORT TO BE SUBMITTED BY THE COLLEGE AUTHORITY FOR  
GRANT OF PERMANENT AFFILIATION

## A. GENERAL INFORMATION:

1. Name and Address of the College:
2. Name of the Principal and teacher(s) their educational qualifications indicating percentage of marks and experience and period served in the College:
3. Name of the Sponsoring Authority:
4. Please give the following information about the College:
  - a) Date of establishment:
  - b) Date of getting Provisional affiliation and order No:
  - c) Date of introduction of general/Honours courses since the time of establishment of the College:

Subjects

Date of introduction



APPENDIX - 'M'

3. ACADEMIC DISTINCTION ACHIEVED:

<u>Year</u>	<u>Number of distinctions</u>
-------------	-------------------------------

4. Please furnish details, if any, on :

- (a) Strike(s) in the college during the last 5(five) years:
- (b) Disciplinary cases(Examination etc.) during the last 5(five) years.

5. Has the college implemented all the recommendations of the University on affiliation matters ?

C. PHYSICAL FACILITIES :

- 1. Extent of land available :
- 2. Details of Hostels, if any :
- 3. Details of rooms:

<u>Rooms</u>	<u>Number</u>	<u>Size</u>
--------------	---------------	-------------



APPENDIX-III

D. LIBRARY

1. Whether there is a separate library.
2. Please furnish the name and qualification of your college librarian.

Name	Qualification
------	---------------

3. Do you have reading room(s) ?

4. Details of books and journals available (subject wise)

Subjects	No. of books	No. of journals
----------	--------------	-----------------

E. DETAILS OF STAFF

1. Please furnish a statement showing the name of the Principal and teachers, their educational qualifications with division and percentage of marks beginning with high school stage, teaching experience and subjects taught, specialization, publications, NET and Research Degree etc. and date of joining.

2. Designation No. of posts

3. Are there any sanctioned posts (Both teaching and non-teaching) for which persons are yet to be appointed? If yes, please furnish the sanction order from the appropriate authority:

Subjects	No. of sanctioned post
----------	------------------------

F. SELF EVALUATION

Please give evaluation on the following items :

- (a) Present academic standard :
- (b) Resources—Physical and financial

APPENDIX - 'W'

- (c) Achievement towards aims and objectives :
- (d) Points of strength and weakness :
- (e) Problems and their solution :
- (f) Future Priorities :
- (g) Co-Curricular activities
- (h) Any other.....

Date:

Place:

Signature of the applicant

.....  
Note: (1) Documentary evidence is to be supplied wherever required:

- (2) The University has laid down certain essential conditions to be fulfilled by the College authority for grant of permanent affiliation. The college authority should make sure to follow such conditions in submitting the project Report.
- (3) The Report along with all relevant documents is to be submitted in ten copies.



APPENDIX-'N'

PROFORMA FOR INSPECTION REPORT FOR PROVISIONAL/  
RENEWAL OF AFFILIATION

Inspection Team Report for (to be submitted to the University in duplicate)

1. Name of the College.....
2. Its sponsoring authority.....
3. The Level Status of the College (whether college is a registered body under Societies Registration Act).  
.....
4. Whether the College is having a Governing Body duly constituted for the purpose.  
.....  
(attached a copy of the constitution)
5. Any special features of the Governing Body Constitution which deserve special attention for the grant of affiliation.  
.....

Physical and Financial Resources

6. Whether the college is already located at its own site ?  
Yes/No :  
(a) If not, whether the college has already acquired land?  
.....  
(b) Give below a brief report on the suitability of the site and plan after inspection.  
.....
7. The college is seeking affiliation for offering courses in:

Degree	
General Courses	Honours Courses

B. Students seeking Admission:

General

Honours

B.A.

B.Sc.

B.Com.

9. Whether the college has adequate number of titles of books and journals for the courses of study mentioned at para 7 above ?

.....

(a) If not, do you recommend that the college should be affiliated pending acquisition of books/journals ?

.....

10. Facilities for classroom, Reading room etc. give details

(a) Reading room No.

Size..... Adequate/Inadequate

(b) Classrooms No. Adequate/Inadequate

(c) Students' Common Room No. (for boys/Girls)

Size..... Adequate/Inadequate

(d) Principal's room

(e) Vice-Principal's room

(f) Teachers' Common Room

(g) Library

Size..... Adequate/Inadequate

11. Whether the college has adequate equipment/laboratory facilities for practical classes ?

.....

.....

APPENDIX - 'N'

12. Details of teachers

Name	Lecturer in Speciali alization	Divison Grade	% of marks	Date of joi- ning	Research Arch- degrees	Pub.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

13. Whether the college has adequate No. of qualified teachers as per the University regulation in the subjects for which affiliation is sought?

.....

14. Whether the college is maintaining a fixed term deposit in any bank ?

Yes/No

If yes, the Fixed Deposit Certificate

No..... dated.....

For Rs.....

in the .....

(mention the name of the Bank and Branch)

15. Any other observation(s)

16. Recommendations:

NOTES: (A) If conditional recommendation is made kindly specify the conditions and the period by which the same are expected to be fulfilled by the college for the Provisional/Extension of Affiliation.

(E) If provisional affiliation is recommended upto a certain period only, this may be mentioned.

Signature of the members of the Inspection Team

PROFORMA FOR INSPECTION REPORT FOR  
NEW COURSE/UPGRADATION

1. Name of the College :
2. Year of affiliation and corresponding University  
Notification No: \_\_\_\_\_
- 3.(a) Permission sought to introduce general course in :  
(b) Permission sought to introduce Honours course in :
4. Admission (for the last three years)

Year	B.A			B.Sc			B.Com		
	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd

---

5. Result of University examination during the last three years:
- | Examination | Year | Percentage of Pass |
|-------------|------|--------------------|
|-------------|------|--------------------|

APPENDIX-'0'

6. In case the college is seeking permission for Honours in a subject(s) for which it has already a General Course(s), please give below the No. of students admitted in the last three years and their results for these years in the SUBJECT in which college has applied for Honours.

Subject	Year	No. of students appeared	% success
---------	------	-----------------------------	-----------

7. FUND

(a) Whether the college is having a Reserve Fund in long term Fixed Deposit ?

If yes, the details thereof:

(Bank, No of Term Deposit Receipt, etc.)

(b) Present working Funds:

8. Qualification/Specialisation of the Teaching Staff:

Sl. No.	Name and Designation	Date of Joining	Post Graduate Qualification	NET/ Research Degree if any.	Publication
			Div. of grade	% of marks	

- 
- 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.
  - 11.
  - 12.

Note: attach extra sheets if necessary.

9. LAND AND SITE

- a. Whether the college is having permanent building on its own land ?
- b. Area of the College Campus                      Adequate/Inadequate
- c. Accommodation (give size)
  1. One room for the Principal
  2. One room for the Vice-Principal
  3. One room for the College office
  4. For staff common room
  5. Common room for Boys and Girls
  6. Library with reading room
  7. Class room(s)

10. Workload of Teachers :

11. Library Books:

(a) Total Volumes

Subjectwise break-up

APPENDIX - 'O'

- (b) Whether the College has a trained Librarian ?
- 12. Laboratory facilities
  - (a) Whether accommodation is adequate or not ?
  - (b) No. of shifts the students do their practicals :
  - (c) Details of equipments
- 13. When was the last Governing Body meeting ?
- 14. Any other relevant information(s) / point(s) ?

RECOMMENDATIONS

Please make your recommendation without any ambiguity. In case you suggest conditional affiliational for a particular period, please mention the academic year specifically. Please also mention the conditions, if any, to be fulfilled if upgradation is to be considered.

Signature of the members of the  
Inspection Team

ON THE COLLEGE DEVELOPMENT COUNCIL  
(Section 26(1)(m) of the NEHU Act, 1973)

- Short Title** 1. A College Development Council, to be known as "Council" hereinafter shall be established in the North-Eastern Hill University.
- Subject** 2. Without prejudice to the generality of the Provisions of the Act, the Statutes and the Ordinances of the University, the objects of the Council shall be to provide a leadership role and generally extend help, guidance and advice to the Colleges admitted to the privileges of the University.
- Scope** 3. The Council shall be the Principal advisory body to the Executive Council, through the Academic Council in all matters relating to the affiliated colleges.
- Composition of the Council** 4. The Council shall consist of the following members:
- (i) Vice-Chancellor - Chairman
  - (ii) Pro Vice-Chancellor(s) - Member(s)
  - (iii) Four teachers of - Members  
the Post-Graduate Deptts.  
of which two will be  
Sciences to be nominated  
by the Vice-Chancellor.
  - (iv) Two Principals of affiliated - Members  
colleges from each of the  
constituent states by rotation  
in order of seniority according  
to the date of establishment of  
the college.

Contd/..2/-

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- (v) Two teachers of the affiliated - Members colleges from each state to be nominated by the Vice-Chancellor.
- (vi) Director of Public Instruction/- -do- Higher Education of the State concerned
- (vii) The Dean of Students' Welfare, -do- NEHU.
- (viii) The Director of Sports, NEHU -do-
- (ix) The Registrar, NEHU -do-
- (x) The Finance Officer, NEHU -do-
- (xi) The Controller of Examinations, -do- NEHU.
- (xii) The Librarian, NEHU -do-
- (xiii) The Director College Development Member Council, NEHU. Secretary Ex-Officio

Term of Office of Members

5. The term of office of members, other than Ex-Officio, shall be two years.

Filling up of causal vacancies

6. Any vacancy arising due to illness, death of resignation or otherwise, shall be filled up as soon as possible and the member(s) so appointed shall continue in office for the residue of the term.

Quorum

7. One third of the actual membership of the Council shall form the quorum for the meetings of the Council.

Meetings

8.(1) The Council shall meet at least twice in an academic year and meetings shall be convened by the Director, College Development Council, in consultation with the Vice-Chancellor. In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor present, and in case of more than one Pro-Vice-Chancellor, the senior most Pro-Vice-Chancellor shall preside over the meetings of the Council. If there is no Pro-Vice-Chancellor present

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then the members present will elect a member from among themselves to preside over the meeting.

(2) A special meeting of the Council may be convened if a request to that effect is received by the Vice-Chancellor in writing from not less than six members of the Council giving a notice of at least 21 days.

Proceedings  
of the  
meetings of  
the Council

9. It shall be the duty of the Director, College Development Council, to keep a record of the proceedings of the Council meetings and generally look after the day to day business of the Council.

Functions  
of the  
Council

10. The Council shall have the following functions, namely to:

(i) provide a forum for consideration of various aspects of education in the affiliated colleges of the University with a view to continuously improving the general educational standard in colleges;

(ii) assess the development needs of the colleges;

(iii) help the affiliated colleges to prepare developmental projects which may be financed internally by the Institutions, or which may be presented to other funding agencies such as the University Grants Commission, etc.

(iv) submit projects to funding agencies on behalf of the affiliated colleges individually or collectively;

(v) assess periodically the physically facilities in the affiliated colleges with reference to the number of students and subjects taught and make recommendations for their improvement;

(vi) review the academic performance of affiliated colleges from time to time and make suggestions for improvement.

Contd/. 4./-

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(vii) review the examination systems and suggest innovations and improvement;

(viii) follow up the Inspection Reports on various colleges suggest corrective measures wherever necessary;

(ix) promote and encourage co-curricular activities in the colleges;

(x) conduct surveys of all the affiliated colleges with a view to preparing and maintaining an upto-date profile on each college under the University, revising the existing facilities and identifying the needs and gap that need to be filled for the development of colleges and make such information available to concerned bodies;

(xi) ensure close and continued contact and interaction between the academic faculties at the University teaching departments and at the colleges;

(xii) prepare Annual Report of the functioning of the CDC during the year and submit the same to the Executive Council and the University Grants Commission, and

(xiii) Perform such other functions may be assigned to it be the Academic Council, the Executive Council or the Vice-Chancellor.

Council Secretariat 11. The office of the Council shall be located at Shillong.

Removal of difficulties 12. Any difficulty arising in giving effect to or interpreting any of the provisions of this Ordinance, shall be referred to the Vice-Chancellor whose decision thereon shall be final.

ORDINANCE ON THE MANAGEMENT OF COLLEGES/INSTITUTIONS <sup>Admitted to the</sup> ~~OTHER~~  
~~THAN THOSE MAINTAINED BY THE UNIVERSITY.~~  
<sup>privileges</sup>  
 (Under Section 26(p) of the NEHU Act).

Governance of  
College/Institu-  
tion:

1.(1) Every College/Institution shall have a regularly constituted Governing Body of its own.

Provided that a College/Institution maintained by the Government shall, however, have an Advisory Committee.

Constitution

(2) The Governing Body/Advisory Committee shall consist of not less than eleven members including the President appointed by the Executive Council and shall consist of the following:

(i) The President, to be appointed by the Executive Council of the University in consultation with the state Government concerned.

(ii) Two representatives of the State Govt. concerned including the Director of Public Instruction/Higher Education of the State concerned or his nominee.

(iii) One eminent educationist to be nominated by the state Government concerned.

(iv) Four prominent citizens to be nominated by the sponsors of the College/Institution, if any,

(v) Two members to be nominated by the Executive Council of the University,

(vi) Four teachers representatives of the College/Institution.

Contd/.2./-

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(vii) Member Secretary: The Principal/ Director of the College/Institution shall be the Member Secretary of the Governing Body/Advisory Committee.

Note: For the purpose of this clause "Teachers" means permanent teachers of the College/ Institution concerned.

Treasurer

(3) The Governing Body/Advisory Committee shall appoint a Treasurer from among its own members to supervise the receipts and expenditure of the College/Institution who shall be responsible for the proper maintenance of its accounts. Further the Principal/Director along with the Treasurer shall jointly operate the Bank Account(s) of the College/Institution.

Bursar

The Governing Body/Advisory Committee on the recommendation of the Principal shall appoint a Bursar who shall be a member of the teaching staff and who shall assist the Principal in the maintenance of accounts and in the day-to-day financial affairs of the College. The term of the Bursar shall be a period of two years only. No teacher shall hold office of the Bursar for more than two consecutive terms.

Term of members

(4) Members of the Governing Body/Advisory Committee shall hold office for a period of two years only except the Principal/Director.

Provided that no person shall be a member for more than two consecutive terms. Further no member of the Governing Body/Advisory Committee shall be a member of any other Governing Body/Advisory Committee Simultaneously of colleges under the University.

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- Quorum (5) The quorum for the meeting of the Governing Body/ Advisory Committee shall be one-third of the total membership provided that the quorum must consist of the Principal/Director and at least one representative from the University.
- Meeting (6) The Governing Body/Advisory Committee shall meet at least twice a year and a copy of its minutes after confirmation shall be forwarded to the Registrar of the University.
- Powers & Functions (7) The Governing Body/Advisory Committee shall perform the following functions:
- (i) Maintain general supervision on the affairs of the college/institution;
  - (ii) Organise teaching in the college/institution and determine its teaching requirements,
  - (iii) Prescribe rules for admission of students both resident & non-resident, as per guidelines prescribed by the University,
  - (iv) Submit to the Government (in case of a non-Government colleges/institution), estimate of income and expenditure and incur expenditure within the limits fixed in the budget.
  - (v) Appoint both teaching and non-teaching staff of the college/institution (in case of non-Govt. college/institution only) with the approval of the Govt. concerned.
  - (vi) Define the duties and responsibilities of both teaching and non-teaching staff (in the case of a non-Govt. College/Institution only),
  - (vii) Grant leave (except casual leave which shall be granted by the Principal/Director), to both teaching and non-teaching staff (in the case of a non-Government College/Institution only),
  - (viii) Perform such other function as may be assigned to it by the University or the Government concerned from time to time.

Contd/.4./-

Staff Council

9. (1) There shall be a Staff Council in every College/Institution.
- (2) All the members of the teaching staff, The Librarian and the Director of Physical Education shall constitute the staff council.
- (3) The Principal/Director shall be the ex-officio chairman of the staff Council.
- (4) The Council shall elect its Secretary, who shall hold office for a term of one year. The Secretary may be re-elected for a second term but no person shall hold office of the secretary for more than two consecutive terms.
- (5) Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Staff Council shall perform the following functions:
  - (i) Prepare time-table for the College/Institution concerned;
  - (ii) Allot extra-curricular work to teachers not involving payment or remuneration,
  - (iii) Organise extra-curricular activities,
  - (iv) Lay down guidelines for purchase of library books and laboratory equipments in consultation with the appropriate departments,
  - (v) Organise admissions of students
  - (vi) Subject to the provision of the Act, the Statutes and the Ordinances of the University, the Staff Council shall make recommendations in respect of the following:
    - (a) Create new teaching posts in various departments, and suggest expansion of existing departments, if necessary.
    - (b) Formulate admission policy within the frame work of the policy laid down by the University,
    - (c) Formulate guidelines for hostel accomodation and welfare of students in consultation with appropriate student Bodies of the College/ Institution,

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- (d) Formulate guide-lines regarding discipline of students;
- (e) Formulate policies to select teachers to participate in seminar/conferences and to grant financial assistance to teachers.
- (vii) The Staff Council shall function through its Committees. Ordinarily no person shall be member of more than two committees at a time and no person shall hold office as a member of a Committee for more than two consecutive terms.
- (viii) The Principal/Director shall have the right to be present and speak at any meeting of any Committee.
- (ix) Each Committee shall have a convener appointed by the Staff Council who shall convene the meetings of the Committee, and the minutes of the meetings shall be prepared and maintained by him.
- (x) The decisions of the Committee shall be reported to the subsequent meeting of the staff Council for ratification, wherever necessary.
- (xi) The Principal/Director shall place there decision/recommendation of the staff Council to the Governing Body for consideration. If however an emergency arisen which requires immediate action to be taken, the Principal shall take such action as he deems necessary but shall report the same to the next meeting of the staff Council for ratification.
- (xii) The rules relating to the conduct of meetings of the staff council shall be in accordance with the Regulations laid down in this behalf.

Contd./..6./-

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Service Conditions  
Classification  
Qualifications and  
Grades of Teachers,  
including Principal/  
Director, Vice-Principal,  
Librarian & Director of  
Physical Education.

Qualifications

& Allowances,  
Retirement Benefits,  
Gratuity & Leave to members of  
Teaching Staff.

Recruitment of the  
members of the  
Teaching Staff.

Screening of  
Applications.

- 3.(1) The members of the teaching Staff of a College/Institution shall be designated as follows.
- (i) Principal/Director
  - (ii) Vice-Principal
  - (iii) Lecturer including senior/selection grade Reader and all such categories of teachers as recommended by the UGC from time to time for the affiliated Colleges/Institutions.
  - (iv) College Librarian
  - (v) Director of Physical Education.
- (2) The qualification of Principal/Director, Vice-Principal, Lecturer, Librarian and the Director of Physical Education shall be as per the UGC norms formulated from time to time for the affiliated colleges.
- (3) The Pay and other Allowances, Retirement Benefits and Leave to the members of Teaching staff will be as per rule of State Government concerned.
- 4(1) All vacancies of teaching posts shall be filled up through advertisement and properly constituted Selection Committee. The vacant posts shall be advertised at least in one local news paper and one national daily.
- (2) The Committee to screen the applications for the posts of Principal/Director, Vice-Principal shall be as follows:

Contd/..7./-

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- (i) Chairman of the Governing Body.
- (ii) One nominee of the University.
- (iii) Principal/Director (for the post of Vice-Principal only)

Notwithstanding anything contained in these Ordinances, the Governing Body shall be free to recommend the names of those who may not have applied to be considered for the post of Principal/Director of the College/Institution.

The committee to screen the applications for the post of lecturer shall be as follows:

- (i) Principal/Director.
- (ii) One nominee of the Governing Body.

The Committee to screen the applications for the post of Librarian shall be as follows;

- (i) Principal/Director.
- (ii) One nominee of the Governing Body.

The Committee to screen the applications for the post of Director of Physical Education shall be as follows;

- (i) Principal/Director.
- (ii) One nominee of the Governing Body.

Selection  
Committee

5.(1) The selection committee for the post of Principal/Director, Vice-Principal shall be constituted as follows;

- (i) Chairman of the governing Body.
- (ii) Two nominees of the University.
- (iii) Director of Public Instruction or his nominee, of the State Government concerned.
- (iv) One nominee of the sponsors of the College if any.

However, the Selection Committee may consider the name of persons who may not have applied for the post.

Contd/.8./-

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Provided that in the case of Government College the Selection Committee for the purpose shall include at least one nominee of the University.

Selection Committee for the post of Lecturer

(2) The Selection Committee for lecturer shall be constituted as follows:

- (i) President of the Governing Body - Chairman.
- (ii) the Head of the University Deptt./Dean of the School concerned
- (iii) the Director of Public Instruction/Higher Education of the State Govt. concerned or his nominee.
- (iv) the seniormost teacher in the subject of the college concerned.
- (v) The Principal/Director.

Provided that the Selection Committee for recruitment teachers in the Government Colleges shall have the Head of the University post graduate deptt. of the subject concerned as a member.

Selection Committee for the post College Librarian

(3) The Selection Committee for the College Librarian shall be constituted as follows:

- (i) The President of the Governing Body - Chairman
- (ii) University Librarian.
- (iii) the Director of Public Instruction/Higher Education of the State Government concerned or his nominee.

(iv) The Principal/Director, Provided that the selection committee for the post of Librarian in Government colleges shall have the University Librarian as a member.

Contd/.9./-

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Selection Committee  
for the post of  
Director of  
Physical Education.

(4) The Selection Committee for the Director of Physical Education shall be constituted as follows:

- (i) President of Government Body - Chairman
- (ii) Director of Physical Education/Sports of the University.
- (iii) The Director of Public Instruction/Higher Education of the State Government concerned or his nominee.
- (iv) the Principal/Director.

Quorum

(5) The quorum of the Selection Committee shall be  $\frac{1}{3}$ rd of the total members and must include at least one expert in the subjects.

Suspension, Termination,  
Dismissal of Teaching  
Staff and Non-Teaching  
and Service Condition  
of Non-Teaching Staff  
Resignation:

6 Suspension, Termination, Dismissal of Teaching Staff and Non Teaching Staff and Service Condition of Non-Teaching Staff, Resignation will be as per rules of the State Government concerned.

Hostel Facilities  
for Students

7. The Colleges/Institutions shall maintain such hostels as may be necessary for the students.

Other facilities  
for students

8. Colleges/Institutions shall provide opportunities for co-curricular and extra-curricular activities for all round development of the students.

ORDINANCE ON COLLEGES AND INSTITUTIONS MAINTAINED BY THE UNIVERSITY Under Section 26(o) of the NEHU ACT.

1. The Executive Council shall constitute, for a College or Institution maintained by the University a Governing Body to manage the affairs of the College.
2. The Governing Body shall have the following powers and functions:
  - (a) to organise teaching in the College and to determine the teaching requirements of the College ;
  - (b) to prescribe the rules for admission of the students (both resident and non-resident) and the fees to be paid by them ;
  - (c) to submit to the Executive Council an estimate of the income and expenditure of the College and to incur expenditure within the limits fixed in the budget approved by the Executive Council ;
  - (d) to consider the Annual Accounts along with the Audit Report and after approval, to submit the same to the Executive Council alongwith its comments ;
  - (e) to appoint the administrative staff of the College ;
  - (f) to appoint the Principal and the teaching staff on the recommendations of the Selection Committee appointed for the purpose, subject to the approval of the Executive Council ;
  - (g) to grant leave to teachers and other staff according to the rules framed for the purpose ;
  - (h) to define the duties and responsibilities of the Principal and administrative staff of the College.
3. The Governing Body will be constituted as follows:
  - (1) The Vice-Chancellor or his Nominee - Chairman
  - (2) Finance Officer of the University (Ex-Officio) -Member
  - (3) The Principal of the College (Ex-Officio) -Member-Secretary

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(4) Not less than five members to be nominated by the Executive Council.

(5) Two members of the teaching staff

4. Members, other than ex-officio members, shall hold office for a term of two years.
5. The Selection Committee for selection of teachers shall be constituted as per procedure laid down in the Statutes.
6. The appointment of the Librarian and the Director of Physical Education in the Colleges maintained by the University shall be made by the Governing Body of the College by advertisement as per Ordinances. The Selection Committee for recommending appointment of the Librarian and the Director of Physical Education will be constituted as follows:-

College Librarian :

1. Chairman of the Governing Body or his nominee (Chairman)
2. One University representative on the Governing Body
3. University Librarian.

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4. Principal of the College or his nominee
5. One expert nominated by the Governing Body out of a panel of names approved by the Academic Council/Executive Council.

Three members inclusive of the Chairman and University Librarian of the University or the expert, shall form a quorum.

Director of Physical Education :

1. Chairman of the Governing Body or his nominee (Chairman)
2. Director of Physical Education/Sports of the University
3. Principal of the College or his nominee
4. One expert nominated by the Governing Body out of a panel of names approved by the Executive Council.
5. Director of Physical Education in the College in case of selection of Assistant Director of Physical Education.

Three members inclusive of the Chairman and an expert nominated by the Executive Council or the Director of Physical Education/Sports of the University shall form a quorum.

- 3.(1) There shall be a Staff Council in every College.
- (2) All the members of the teaching staff, the Librarian and the Director of Physical Education/Sports shall constitute the Staff Council.
- (3) Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Principal shall act as Chairman in Council in respect of matters on which Staff Council is required to take decisions,
- (4)(a) The Principal shall be the ex-officio Chairman of the Staff Council.

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(b) The Council shall elect its Secretary, who shall hold office for a term of one year. The Secretary may be re-elected for a second term but no person shall hold office of Secretary for more than two consecutive terms.

(5.) (a) Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Staff Council shall take decisions in respect of the following matters:

- (i) Preparation of College time-table.
- (ii) Allocation of extra-curricular work of teachers not involving payment of remuneration.
- (iii) Organising extra-curricular activities, including cultural activities of students, sports, games, National Service Scheme and other social service schemes and academic societies.
- (iv) Laying down guidelines for purchase of library books and laboratory equipment in consultation with the appropriate departments.
- (v) Admission of students.

(b) Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Staff Council shall make recommendations in respect of the following matters:

- (i) Introduction of new teaching posts in the departments and expansion of the existing departments ;
- (ii) Policy regarding admission of students in conformity with regulation of the University ;
- (iii) Guidelines regarding arrangements for the residence and welfare of students especially of Girl students in consultation with appropriate students' Organisations ;

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- (iv) Guidelines regarding discipline of students ;
- (v) Recommend names of teachers for participation in seminars and conferences and financial assistance to teachers for the purpose.

Note:- The administrative staff of the College shall not be within the purview of the Staff Council.

- B.(a) The Staff Council may function through its Committees. Ordinarily no person shall be a member of more than two Committees at a time, and no person shall hold office as a member of a Committee for more than two consecutive terms.
  - (b) The Principal shall have the right to be present and to speak at any meeting of any Committee.
  - (c) Each Committee shall have a Convener appointed by the Staff Council, who shall convene the meetings of the Committee, and the minutes of the meetings shall be prepared and maintained by him.
  - (d) The decisions of the Committee shall be reported to the subsequent meeting of the Staff Council for ratification.
  - (e) The Principal shall implement all decisions of the Staff Council relating to (5)A (a). If, in the opinion of the Principal, however, any emergency has arisen which requires that immediate action should be taken, the Principal shall take such action as he deems necessary and shall report the same to the next meeting of the Staff Council for confirmation.
- C. The rules relating to the conduct of meetings of the Staff Council shall be in accordance with the Regulations laid down in this behalf.