

ADDITIONAL AGENDA FOR THE 32ND MEETING OF THE EXECUTIVE COUNCIL

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Item No. 2. Reporting Items

2.4. panel of Examiners for examining the Ph.D. Thesis of Shri H.W. Sten, Department of English

The Vice-Chancellor had finalised the panel of Examiners for examining the Ph.D. thesis of Shri H.W. Sten, Department of English as authorised by the Executive Council (Resolution No. EC:29:82:12). This is for the information of the Council.

noted.

RATIFICATION

^{3.6}
~~5.14~~: : Extension of the term of appointment of Shri K Nakro, Lecturer Department of History (temporary) for a further period of six months.

The Head, Department of History recommended the cases of two temporary teachers of the Department for regular appointment. There are clear vacancies at present in the Department - one Reader and one Lecturer. The two teachers are as under :-

- i) Dr. I S Sangma permanent Lecturer was recommended by the regular Selection Committee for appointment in the post of Reader against the leave caused by Dr Imdad Hussain having been appointed Dean Student's Welfare whose term will expire in October, 1983.
- ii) Shri K Nakro, temporary Lecturer was recommended by the regular Selection Committee for appointment against the leave vacancy of Shri P Sudhir whose leave expired on 30th September, 1982.

The Vice-Chancellor's order on the above case is 'I think they will have to face regular Selection Committee. There is no provision for appointment otherwise than through Selection Committee. Till such time their ad-hoc appointment may continue.'

Shri K Nakro was granted extension for a further period of six months on temporary basis with effect from 1st October, 1982.

The case is placed before the Executive Council for consideration and ratification of the appointment of Shri K Nakro.

ratified

4.4: Introduction of Non-Traditional Courses -

The Academic Council at its meeting held on the 26th and 27th November, 1982 had approved the introduction of the following Non-Traditional Courses.

The matter is placed before the Executive Council for its consideration.

1. Computer Science (Sc/Arts)
2. Industrial Chemistry (Sc)
3. Nutrition (Sc/Home Science/Arts)*
4. Sericulture (Sc/Arts)*
5. Regional Development (Arts)
6. Community Development (Arts)
7. Insurance (Arts)
8. Marketing (Arts)
9. Animal Production (Arts/Sc)*
- £ 10. Horticulture (Arts/Sc) (Course already started during 1982-83)
11. Farm Management (Arts/Sc)
12. Entrepreneurship (Arts/Sc)
13. Automobile Technology (Sc)
14. Land Use & Survey (Arts)
- £ 15. Pisciculture (Arts/Sc) (Course already started during 1982-83)
16. Accountancy (Arts)
17. Office Management & Secretarial Practice (Arts)
18. Forestry (Arts/Sc)
19. Applied Ecology (Sc)
- £ 20. Electronics (Sc. (Course already started during 1982-83)
21. Basic Electrical Technology and Practice
22. Radio and T.V. Technology.

§ The facilities in which these courses will be started are indicated in the brackets.

* Different courses for Arts & Science streams will be designed in these subjects.

£ Courses already started during 1982-83.

division
Non-Traditional
Foundation/Core Applied
Vidya
may be classed in
Regional Self or Rural Dev
Chinmoy explained the position

Two types of N. Courses.
 ①
 ②

Elec = St. Ed.
Ac = St. Art.
...

4.5: Introduction of New Courses

The Academic Council at its meeting held on 26th & 27th November, 1982 had resolved as under in connection with the introduction of New Courses :-

The Council Resolved that some new academic programmes may be started in different campuses during 1983-84 for which preliminary may be taken right away which may include Public Administration, Psychology, Linguistics, Statistics, Home Science, Social Work, Business Administration, Earth Sciences and Ancient Indian History (as a major specialization in History or as a full-fledged discipline).

The matter is placed before the Executive Council for consideration.

approved

4.6: Regulations in connection with the various matters relating to Affiliation of Colleges.

The University had adopted the Gauhati University Ordinance on Affiliation of Colleges in 1973. A part of this Ordinance (upto clause 13) was amended recently by the Executive Council. Consequent upon the amendment, it has become necessary to prescribe revised application forms, proformas for submitting project reports and essential conditions to be followed by the colleges in submitting applications to the University on various affiliation matters, such as establishing new colleges, starting new courses, upgradation of colleges to Degree or Honours level and matters relating to provisional or permanent affiliation. These will form part of the Ordinance on Affiliation as Regulations.

The matter was placed at the meeting of the Academic Council held on 26th & 27th November, 1982 and the latter after some modifications had recommended the same to the Executive Council for approval.

The Council may consider the same.

A.C. to Finalise

APPLICATION

for

(1) To establish a new College

(2) To open new Courses in existing College

(3) To upgrade a Pre-University College into a Degree College.

(4) To upgrade a Degree College into an Honours College.

(5) To seek Provisional affiliation

(6) To seek Permanent affiliation

Mark which ever is applicable

To

The Registrar,
North-Eastern Hill University,
Lower Lachauriere,
Shillong - 793001

Subject:- Application for _____

Sir/Madam,

With reference to the subject quoted above, we submit the information and details as indicated below:

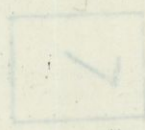
1. Name and address of the Sponsoring Authority(if a new College) Governing Body(if an established College):

2. Name and address of the College:

3. Courses for which permission is sought:
(Please specify subjects and standard upto 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? Yes/No



Date:

Signature of Applicant

Place:

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

2. Project Report to be used are as under:-

- (i) To establish a new College - Proforma I
- (ii) To open new Courses in existing College - Proforma II
- (iii) To upgrade a Pro-University College into a Degree College - Proforma III
- (iv) To upgrade a Degree College into an Honours College. - Proforma IV
- (v) To seek Provisional Affiliation - Proforma V
- (vi) To seek Permanent Affiliation - Proforma VI

3. Details of Fee:

- (i) Permission to establish a new College - Rs. 1000/-
- (ii) Permission to open new courses/subjects - Rs. 300/-
- (iii) Provisional/Permanent affiliation fee (annual) - Rs. 300/-

NORTH-EASTERN HILL UNIVERSITY
LOWER LACHAUMIERE
SHILLONG - 793001

PROFORMA - I

Project Report in this Proforma is to be submitted by the Sponsoring Authority which intends to establish a new College

A. GENERAL INFORMATION

1. Sponsoring Authority

- (i) Name:
- (ii) Address:
- (iii) Legal Status, if any:
(Please enclose the constitution)
- (iv) Objectives for establishing the College.

2. Location of the proposed College

3. Number of Schools and number of students passing in HSIC or any other equivalent course within a radius of 25 Kms from the location of the proposed College.

4. Names of other Colleges which are in the immediate vicinity of the proposed College.

5. Details of the enrolment in Colleges within a radius of 25 Kms from the proposed College.

6. Will it be a day College or an evening College

B. RESOURCES (Existing)

1. Physical Facilities

(a) Extent of land available -
for buildings and playing fields etc.

(b) Extent of Buildings available -
Please give details of class rooms,
Laboratories, Library, Office rooms,
Common rooms for staff and students etc -
with specifications of carpet area etc.

(c) Please furnish details of Furniture,
equipment etc.

(d) Details of student hostels, if any

2. Financial position

- (a) Sources of Income and the extent to which it is available.
- (b) Is the Sponsoring Authority equipped for depositing the specified amount in Reserve Fund?
- (c) What is the annual estimated income?
- (d) What are the proposed budget heads of expenditure and to what extent in each case?

3. Academic details

- (a) Provision for the teaching staff - number of qualified teachers proposed for each subject with details of qualifications, experience etc.
- (b) Number of students expected to be enrolled - subject-wise break-up.
- (c) Courses/subjects to be offered
- (d) Whether a qualified full-time Principal is available. If so, full details of qualifications and experience
- (e) Strength of students in a section in a class.
- (f) Admission Policy - whether it maintain high ethical standard and non-discriminatory principles.

4. LIBRARY

- (a) Number of Volumes proposed to be purchased - subject-wise break-up.
- (b) Number of Journals proposed for subscription.
- (c) Whether provision for a qualified Librarian with supporting technical staff is envisaged. If so, please give full details.
- (d) Is there a separate building available for the Library- Please give specific details.

5. Co-Curricular activities

- (a) Please give details of Co-Curricular activities envisaged, such as student service, sports, NSS, NCC, Debating etc.

6. Administrative support

- (a) Details of administrative staff proposed

7. Any other relevant information.

C. RESOURCES - FUTURE PLANS

Please give detailed proposals for future development programme on the following points which should reflect the perspective of the College: for the next 10 years:

1. Physical Facilities
2. Financial Resources
3. Academic Programmes
4. Library facilities
5. Co-Curricular activities

Date:

Signature of Applicant

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 Sponsoring Authority for starting a new College. The Sponsoring Authority should make sure to follow such conditions in submitting the Project Report.
 3. The Report has to be submitted in ten copies

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PROFORMA - II

Project Report in this Proforma is to be submitted by the College Authority for permission to start new courses/subjects

A. GENERAL INFORMATION

1. Name and address of the College.
2. What are the courses/subjects offered at present
3. Please state briefly the need for starting the new courses/subjects.

B. EXISTING POSITION

1. Please give details of Physical facilities, such as land, buildings, available at present.
2. Please furnish an income and expenditure statements for the last three years - on major budgetted items.
3. Please furnish details of teaching staff now on the payroll of the College with a brief bio-data of each teacher.
4. Details relating to student enrolment giving subject-wise break-up.
5. Number of volumes in the Library with
 - subject-wise break-up
 - the standard upto which such books are available
 - Number of journals being subscribed.
6. Details on Laboratory facilities
7. Is there any condition remains unfulfilled by the College with reference to any existing course/subject. If so, please give reasons for not fulfilling the conditions.
8. Any other relevant information

C. INFORMATION ON NEW COURSES

1. The Courses/subjects intended to be started.
2. Estimated student enrolment envisaged in each subject.
3. Details on additional physical facilities such as land, buildings etc.
4. Give details on how the College intends to meet the additional financial requirements.
5. What is the proposed additional teaching staff requirement.
6. Additional provision in terms of Library facilities-
 - additional volumes to be procured (with subject-wise break-up).
 - additional journals intended to be subscribed.
7. Arrangements with reference to additional Laboratory facilities intended to be started.
8. Any other relevant information

Date:

Signature of Applicant

Place:

Note:

1. Documentary evidence to be supplied wherever necessary.
2. The University has laid down certain essential conditions to be fulfilled by the Colleges for introducing new courses/subjects. The College Authority should make sure to follow such conditions in submitting the Project Report.
3. The Report has to be submitted in ten copies.

PROFORMA - III

Project Report to be submitted by the College Authority for permission to upgrade a Pre-University College into a Degree College.

A. GENERAL INFORMATION:

1. Name and address of the College
2. Does the College have a properly constituted Governing Body ? If so, give details of membership etc.
3. Whether the College has implemented all the recommendations of the University relating to affiliation matters. If so, give details and if not, the reasons for not implementing the same.
4. Whether the College maintains the stipulated Reserve Fund in fixed deposit. If so, please give details.
5. Please state in detail the need and justification for upgrading the College into a Degree College.
6. What are the subjects now being offered in the Pre-University level ?
7. Please furnish a detailed statement of Pre-University results (subject-wise) for the last three years.
8. When was the College been granted provisional affiliation ?

B. EXISTING POSITION:

1. Please give details of Physical facilities, such as land, buildings available at present.
2. Please furnish an income and expenditure statement for the last three years on major budgetary items.
3. Please furnish details of teaching staff now on the payroll of the College with a brief-bio-data of each teacher.

4. Please furnish details relating to Pre-University student enrolment giving subject-wise and section-wise break-up-

5. Please furnish information about the Library.

(i) number of volumes - subject-wise break-up

(ii) the standard up to which such books are available.

(iii) number of journals being subscribed

6. If the College is offering science subject, please furnish details of Laboratory facilities available at present.

7. Does the College have a qualified full-time Principal ? please give details.

8. Please give details of workload of teachers.

C. INFORMATION ON PROPOSAL FOR DEGREE COLLEGE :

1. What are the subjects the College intends to start at Degree level and expected student enrolment in each subject ?

2. Information on additional Physical facilities required, such as land, buildings etc.

3. Please give details on how the College intends to meet the additional financial requirement.

4. What is the proposed additional teaching staff requirement in each proposed new subject ?

5. Additional provision in terms of Library facilities -

- additional volumes to be procured (with subject-wise break-up)

- additional journals intended to be subscribed.

6. Arrangement in terms of additional Laboratory facilities.

7. Admission Policy - whether the College maintains high ethical standard and non-discriminatory Principles.

8. Please give a future development programme of the College for the next years under the following heads:

1. Physical facilities
2. Financial resources
3. Academic programme
4. Library facilities
5. Co-Curricular activities

9. Any other relevant information.

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 to be fulfilled by the College authority for upgrading a Pre-University College into a degree College. The College authority should make sure to follow such conditions in submitting the Project Report.
3. The Report has to be submitted in ten copies.

PROFORMA - IV

Project Report to be submitted by the College Authority for permission to upgrade a Degree College into an Honours College.

A. GENERAL INFORMATION:

1. Name and address of the College.
2. Whether the College has implemented all the recommendations of the University relating to affiliation.
If so, give details and if not, the reasons for not implementing the same.
3. Whether the College maintains the stipulated Reserve Fund in fixed deposits.
If so, please give details.
4. Please state in detail the need and justification for upgrading the College into an Honours College.
5. What are the subjects now being offered at Pre-University and Degree level ?
6. Please furnish a detailed statement of Degree results (subject-wise) for the last three years including the pass percentage with division.
7. When was the College been granted provisional affiliation ?
8. What are the subjects proposed to be introduced at Honours level ?

B. EXISTING POSITION:

1. Please give details of Physical facilities, such as land, buildings available at present.
2. Please furnish an income and expenditure statement for the last three years on major budgetary items.
3. Please furnish details of teaching staff now on the payroll of the College with a brief-bio-data.

4. Please furnish details relating to student enrolment at Degree level giving subject-wise and section-wise break-up.
5. Please furnish information about the Library facilities-
 - (i) number of volumes with subject-wise break-up.
 - (ii) Standard upto which such books are available.
 - (iii) number of journals being subscribed.
6. If the College is offering Science subjects, please furnish details of Laboratory facilities available at present.
7. Does the College have a qualified full-time Principal ? Please give details.
8. Please give details of workload of teachers.

C. INFORMATION ON PROPOSAL FOR HONOURS COLLEGE:

1. What are the Honours subjects the College intends to start and expected student enrolment in each such subject ?
2. Information on additional Physical facilities required such as land, buildings etc.
3. Please give details on how the College intends to meet the additional financial requirement.
4. What is the proposed additional teaching staff requirement in each proposed new subject ?
5. Additional provision in terms of Library facilities :-
 - additional volumes to be procured (with subject-wise break-up)
 - number of additional journals intended to be subscribed.
6. Arrangements in terms of additional Laboratory facilities.

7. Admission Policy - Whether the College maintains high ethical standard and non-discriminatory principles.
8. Please give a future development programme of the College for the next ten years under the following heads:
 1. Physical facilities
 2. Financial resources
 3. Academic programmes
 4. Library facilities
 5. Co-Curricular activities.
9. Any other relevant information.

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 to be fulfilled by the College authority for upgrading a Degree College into an Honours College. The College authority should make sure to follow such conditions in submitting the Project Report.
3. The Report has to be submitted in ten copies.

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SHILONG- 793001

PROFORMA - V

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 granted to establish a College.
3. Date from which the College starts 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 with qualifications and experiences.
 - (e) Number of volumes procured for the Library
5. Progress report on the recommendations of the University at the time of granting first permission to start the College.
6. Any other relevant information.

Date:

Place:

Signature of the
Applicant

Note: The report has to be submitted in ten copies.

NORTH-EASTERN HILL UNIVERSITY
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SHILLONG- 793001

PROFORMA - VI

Project Report to be submitted by the College Authority
for granting a permanent affiliation to the College.

A. GENERAL:

1. Name of the College
2. Name of the Principal/or Principals with qualifications, experiences and length of service in the College for the last 10 years.
3. Date of establishment of the College.
4. Date of upgradation into Degree College.
5. Date of upgradation into Honours College.
6. Courses/subjects affiliated at all levels (Pre-University, Degree and Honours)
7. Whether the College has implemented all the past recommendations of the University on affiliation matters. If not, please state reasons for not implementing the same.

B. ACADEMIC:

1. Please furnish the number of students enrolled at all levels (Pre-University, Degree and Honours) yearwise for the last five years.
2. Please furnish the pass percentage of regular candidates in the University examinations at all levels (P.U., Degree and Honours) year-wise for the last 5 years.
3. Please furnish the academic distinctions achieved during the past 10 years.
4. Please furnish details of teachers appointed subject-wise including the nature of their appointments.
5. Please indicate details of strikes, disciplinary cases in the College for the last five years - if any.
6. Policy of admission whether the College maintain a high ethical standard and non-discriminatory principles.

C. RESOURCES:

1. Please furnish all the existing Physical facilities in the College such as - Land, buildings, Library, Laboratory, Hostels, equipments, play field, etc.
2. Please furnish present financial position showing major Heads of income and expenditure.

D. SELF-EVALUATION:

1. Please furnish self-evaluation on the following items :-
 - (a) the present academic standard
 - (b) the resources - Physical and Financial
 - (c) the extent of achievements towards its aim and objectives
 - (d) the points of strength and weakness
 - (e) the problems and their solutions
 - (f) the future priorities.

E. REFEREES:

Please furnish names of three responsible persons who are not employees of the College but who have fairly good information about the standing of the College at least for the last five years.

Date:

Place:

Signature of the Applicant.

-
- Note:
1. Documentary evidence is to be supplied wherever necessary
 2. The University has laid down certain essential condition to be fulfilled by the College authority for granting Permanent Affiliation. The College Authority should make sure to follow such conditions in submitting the Project Report.
 3. The Report has to be submitted in ten copies.

NORTH-EASTERN HILL UNIVERSITY

SHILLONG

APPLICATION FOR RENEWAL OF PROVISIONAL AFFILIATION

To

The Registrar
North-Eastern Hill University
Lower Daccauniere, Shillong -1.

Subject : Application for.....

Sir/Madam,

With reference to the subject quoted above,
we submit the required information as indicated below:

1. Name of the College and address
2. Provisional affiliation for which renewal is due. _____
3. Date of granting first Provisional Affiliation to the College and subsequent renewals if there were any.
4. Whether there is any unimplimented recommendations of the University for granting Provisional Affiliation to the College. If so, please state reasons for not implimenting the same.
5. Renewal affiliation fee of Rs. _____ is enclosed (the payment has to be made through a Cheque/Bank Draft payable to North-Eastern Hill University, Shillong.
6. Please enclose copy of Inspection Report of the College for the last 3 years.

Date:

Signature of the Applicant

Place:

Note: 1. This renewal application form has to be submitted on expiry of every 3 years from its first Provisional affiliation and six months before the expiry of the Provisional affiliation.

2. Please submit in ten copies.

ESSENTIAL CONDITIONS FOR ESTABLISHING A NEW COLLEGE AND FOR
GRANTING PROVISIONAL AFFILIATION :

A NEW COLLEGE TO BE ADMITTED INTO THE PRIVILEGE OF THE
UNIVERSITY ON PROVISIONAL AFFILIATION SHALL BE REQUIRED
TO FULFILL THE FOLLOWING CONDITIONS :-

1. Adequate arrangements for accommodating the College, Classes, Library, Laboratory, Common rooms etc as prescribed in the Ordinance.
2. A Reserve fund of Rs. 1 lakh in long term fixed deposit in the name of the College.
3. A qualified full time Principal as prescribed by the Ordinance.
4. A regularly constituted Governing Body.
5. Adequate financial provision, sufficient to run the College for one full academic year.
6. A specific financial provision of Rs. 1 lakh in case of Science College for the purpose of purchasing Scientific equipment and Laboratory furnitures fittings and Chemicals etc.
7. At least 600 Standard Volumes in the College Library in the first year and 1000 in the Second year.
8. Teaching staff requirement as prescribed in the Ordinance.
9. Number of students in a section of a Class as prescribed in the Ordinance.
10. Teaching workload and working hours of the teaching staff as prescribed in the Ordinance.
11. Proper maintenance of all official records and accounts.

N.B: The following will be the adequate arrangements in respect of conditions 1 & 7 above :-

Space for all students estimated in the first three years of a phased programme supported by funds with a minimum facility for the actual strength of 100 or 150 (for one year or two years as the case may be) with at least one Class room for 60 or more, two class-rooms for 40 or more and two class-rooms for 20 or more, a Principal's room (10' x 10'), office room (14' x 14'), a Common room for teachers (14' x 14'), a playground with at least one field, a common room for students, Library with provision of 5000 volumes and two table for 20 students each for study and a provision of Rs. one lakh for purchase of books in three years beginning with 1000 volumes, Premises of its own or land not less than 10 to 25 acres depending on the area.

NORTH-EASTERN HILL UNIVERSITY
SHILLONG

ESSENTIAL CONDITIONS FOR UPGRADING A DEGREE
COLLEGE INTO AN HONOURS COLLEGE:

A Degree College to be upgraded into an Honours College shall be required to fulfill the following conditions :-

1. Implimentation of all the recommendations of the University for starting Degree College.
2. The College must have enjoyed Provisional affiliation upto Degree level at least for three years with consistently good results especially in the subjects proposed to be introduced at Hons. level.
3. The College must have adequate physical facilities for accommodating the additional programmes.
4. A qualified full-time Principal as prescribed in the Ordinance.
5. Teaching staff requirement as prescribed in the Ordinance.
6. Teaching workload and working hours as prescribed in the Ordinance.
7. A Reserve fund of Rs. 1 lakh in long term fixed deposit in the name of the College.
8. A regular working fund sufficient to run the College for one academic year.
9. A Library with 300 Standard Volumes for each of the Honours subjects proposed to be introduced at Honours level with adequate study space.
10. A completed Laboratory arrangements in Sciences College as prescribed in the Ordinance.
11. A Specific financial provision of Rs.50,000 for purchase of additional Laboratory equipment furnitures etc. for each proposed Lonours subject.
Laboratory
12. A regularly constituted Governing Body.

ESSENTIAL CONDITIONS FOR STARTING NEW COURSES/
SUBJECTS IN AN EXISTING COLLEGE:

A College intending to start new Courses/subjects in an existing College shall be required to fulfill the following conditions :-

1. Implimentation of all the recommendations of the University for starting the College up to the standard in which the new Courses/subjects are proposed to be introduced.
2. The College must have consistently good results for the last three years in the subject for which provisional affiliation had been grnated.
3. The College must have adequate Physical facilities for accommodating additional programmes.
4. A qualified full-time Principal as prescribed in the Ordinance.
5. An additional teaching staff requirement as prescribed in the Ordinance.
6. A regular working fund sufficient to meet additional requirements for one academic year.
7. An additional 200 standard Volumes for each new Course/subjects to be introduced.
8. An additional Laboratory arrangements in Science College as prescribed in the Ordinance.
9. A Specific financial provision of Rs. 50,000 for purchase of additional laboratory equipments, furnitures etc. for each Laboratory subject.

NORTH EASTERN HILL UNIVERSITY

SILIGONG

ESSENTIAL CONDITION FOR UPGRADING A PRE UNIVERSITY
COLLEGE INTO A DEGREE COLLEGE

A Pre-University college to be upgraded into a Degree College shall be required to fulfill the following conditions.

1. Implimentation of all the recommendations of the University for starting the College and a Provisional affiliation to the College upto Pre-University level.
2. The College must have enjoyed Provisional affiliation upto Pre-University level at least for 3 years with consistently good results especially in the subjects proposed to be introduced at Degree level.
3. The College must have building in own land.
4. A qualified full time Principal as prescribed in the Ordinance.
5. Teaching staff requirement as prescribed in the Ordinance.
6. Teaching workload and working hours of the teaching staff as prescribed in the Ordinance.
7. A Reserve fund of Rs. 1 lakh in a long term fixed deposit in the name of the College.
8. A regular working fund sufficient to run the College for one academic year.
9. A Library with 300 standard Volumes for each subject proposed to introduce at Degree level with adequate study space.
10. A completed Laboratory arrangement in Science Colleges as prescribed by the Ordinance.
11. A specific financial provision of Rs. 1 Lakh for purchase of additional Laboratory equipment, furnitures etc.
12. A regularly constituted Governing Body.

NORTH-EASTERN HILL UNIVERSITY
SHILLONG

Essential Conditions for granting
Permanent Affiliation

A College to be admitted into the privilege of the University on Permanent Affiliation shall be required to fulfill the following conditions:-

1. Implimentation of all the recommendations of the University on affiliation matters upto the standard for which Permanent Affiliation is sought.
2. The College must have a record of consistently good results for the last ten years upto the standard for which Permanent affiliation is sought.
3. The College must have observed all the Ordinances relating to the qualification and minimum requirement of teaching staff, appointment of Principal, teaching workload and working hours of teachers, arrangement of Laboratory and Library.
4. There must have been an adequate evidence to the stability of all the existing physical facilities and financial provisions with scope for further improvement.

4.7: Amendment of Clause 15 on Affiliation of College.

The North-Eastern Hill University had adopted the Ordinance on Affiliation of Gauhati University in 1973. This Ordinance was amended recently by the Executive Council upto clause 13. It has now become necessary to amend the clause 15 of the old Ordinance relating to "Affiliation Fees". This has become necessary in view of the fact that the rates in the old Ordinance were prescribed almost 2 decades ago and are not quite adequate at present. It is, therefore, proposed to amend the Clause 15 on "Affiliation Fees" as shown in the Annexure. The Academic Council at its meeting held on 26th & 27th November, 1982 had recommended the said amendment to the Executive Council for its approval.

The matter is therefore placed before the Council for its consideration.

accept.

Existing Clause

15. AFFILIATION FEE

Applications for affiliation or renewal or extension of affiliation shall be submitted with a fee at rates prescribed below. Such fee shall not be refunded in any circumstances.

- (i) Application for first affiliation Rs.550/-
- (ii) Renewal of affiliation Rs.200/-
- (iii) Extension of affiliation in one or more new subjects or from pass course to honours course in any subject or subjects in any year
- (iv) Upgrading of affiliation from P.U. to Degree standard or new affiliation in Courses under a separate faculty in the same college Rs.500/-
- (v) Annual enrolment fee At the rate of Re. per regular student on the college rolls as on the 1st of October of the year subject to a minimum of Rs.300/-

No application fee shall be required in the case of affiliation of a college for 2nd year P.U. or 2nd year Degree class or for permanent affiliation of the college.

Proposed amendment

*15. AFFILIATION AND OTHER FEES

A sponsoring authority seeking permission to open a new college or colleges seeking to open new courses or upgradation or for seeking provisional/permanent affiliation shall pay the fees at the rates specified below:-

1. Request for permission to open a new college Rs.1,000.00
2. Request for renewal of provisional affiliation/permanent affiliation Rs. 300.00
3. Permission to open a new course/subject Rs. 300.00
4. Annual enrolment fee @ Re 1/- per Student on rolls as on the closing day of admissions. of the year to a minimum of Rs. 300.00
5. Reserve fund in long term fixed Deposits in the name of the college/fees once /Rs.10,00,000/- (ONE LAKH) paid shall not be refunded

Fees from students

The college may levy such fees from students from tuition etc., as is prescribed by the Univ. from time to time.

*to take into affiliation
to be approved
a Committee fee. etc.
per affiliation fee.*

4.8: Draft -- First Ordinance relating to the maintenance of discipline and proper conduct among the students of the University -

The draft first Ordinance on the subject stated as presented by the Vice-Chancellor which was routed through the Academic Council at its meeting held on 26th & 27th Nov., 1982 is placed before the Council for comments/suggestions if any before sending it to the Central Government for approval. The Ordinance may be seen at Annexure.

Seen.

NORTH EASTERN HILL UNIVERSITY

Draft first ordinance relating to the maintenance of discipline and proper conduct among the students of the University.

1:1 This Ordinance shall be called the "Ordinance on Discipline and Proper Conduct" under Section 31 (5) of the Statute for the maintenance of discipline and proper conduct among the students of the University and shall come into force with immediate effect.

1:2 The students, for the purpose of this Ordinance, shall include all post-graduate students and full-time research scholars registered for M.phil/Ph.D degree of the University.

1:3 The University may frame Rules and Regulations from time to time, as it deems necessary.

2:1 DEPARTMENTAL DISCIPLINE COMMITTEE

Every Department shall have a Departmental Discipline Committee. The Committee shall have three members with the Head of the Department as its Chairman. The Committee will be constituted by the Head of the Department in consultation with the Department and with the approval of the Dean of the School. Its term of office shall be two years.

2:2 The function of the Departmental Discipline Committee shall be as follows:

- (i) to oversee general discipline in the Department and assist the Head in ensuring that the Department functions smoothly in accordance with the Act, Statutes, Ordinances, etc. of the University.
- (ii) to enquire into cases of indiscipline suo moto, or on report from any student, teacher etc.

2:3 The Committee shall be competent to admonish, and issue written warning in case a student is found guilty of indiscipline. If the act of indiscipline recurs more than twice, the matter shall be referred to the School Discipline Committee.

2:4 The Head of the Department, as the Chairman, will preside over the Departmental Discipline Committee meetings and all communications to the School Discipline Committee will be by him.

3:1 SCHOOL DISCIPLINE COMMITTEE

Every School of Studies shall have a School Discipline Committee. It shall comprise the following :

1. Dean - Chairman
2. Two Heads of Departments - Members
3. Head of the Department concerned or his nominee.

The School Discipline Committee shall be appointed by the Vice-Chancellor on the recommendation of the Dean. Its term of Office shall be two years.

- 4 -

Rules of Discipline and Proper Conduct for Students of the
North Eastern Hill University.

The following shall be acts of indiscipline and misconduct.

1. An act violative of the provisions of the North Eastern Hill University Act, Statutes, Ordinances and Regulations and Rules, including those relating to attendance at lectures, tutorials, tests, terminal or preliminary examinations, framed there under.
2. An act which causes destruction or defacing of the property of the University.
3. An act amounting to trespass on unauthorised entry into specified premises and areas.
4. False statements or the submission of false documents with a view to securing any benefit.
5. Use of title of the University or title which includes the name of the University for sending any communication for purposes, not specifically authorised by the University.
6. An act which disrupts the smooth functioning of the University, the environment conducive to the pursuit of knowledge, or the harmonious relationship amongst students of the University on any ground whatsoever.
7. An act or statement, distribution of any documents or literature including the issue of circulars, pamphlets, posters, press-releases etc, which adversely affects the public image of the University on any individual member thereof.
8. Abetting or resorting to ragging in any form.
9. An act of unruly and disorderly behaviour at competitions in sports and cultural activities or other social or educational programmes organised by the University.
10. An act violative of the ordinance or and Rules framed thereunder
11. An act unruly and disorderly behaviour at the competitions in sports and cultural activities or other social or educational programmes organised by the University.
12. Disobeying the decisions of Referee/Referees/Umpires/Judges appointed at the competitions organised by the University on the file.
13. An act which interferes with the personal liberty of another person or subjects another to indignity, or involves physical violence or use of abusive language;
14. An act which implies interference of outside persons organisations or authorities in the functioning of the University.
15. Unauthorised collection of funds.
16. Consumption of alcoholic drinks, intoxicants and narcotic drugs;
17. An act involving moral turpitude;
18. Possession of objectionable goods or materials.
19. Any other act which, in the opinion of the Vice-Chancellor/Deans of Schools/Heads of Departments, Warden and officers of the University is unbecoming of a student.

3:2 The function of the School Discipline Committee shall be as follows:
(i) to oversee general discipline in the School and assist the Dean in ensuring that the School functions smoothly in accordance with the Act, Statutes, Ordinances, etc of the University.

(ii) to enquire into cases of indiscipline *sue noto*, on report from any student, teacher etc.

3:3 It shall have the powers to suspend a student from attending classes for a specified period or award any other suitable punishment and shall report all such actions to the University Disciplinary Council.

3:4 The School Disciplinary Committee may where it deems necessary refer cases to the Vice-Chancellor/Proctor.

NOTE: For the purpose of this Ordinance and until such a date as the Vice-Chancellor may, by Notification appoint, the School of Education shall be treated as one School and the Senior Dean shall be the Chairman of the Committee.

4:1 MAINTENANCE OF DISCIPLINE IN HOSTELS

Without prejudice to the powers of the Vice-Chancellor and the Proctor, the Central Committee on Residence and the Wardens of Hostels shall exercise such powers and perform such functions as prescribed in the Ordinance on Conditions of Residence of the students of the University, for the maintenance of discipline in the hostels.

5:1 PROCTOR

All powers relating to the discipline and disciplinary actions in relations to the students of the University shall vest in the Vice-Chancellor in accordance with Section 31(I) and 31(3) of the Statute. He shall be assisted by a Proctor who shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor and as prescribed in this Ordinance.

5:2 The Proctor shall be responsible for the maintenance of discipline among the students of the University.

5:3 The Proctor shall on behalf of the Vice-Chancellor receive and act upon any report received by him from any Officer of the University, Head of the Department, Teachers, Wardens or any public complaint against a student or a group of students.

5:4 In the event of breach of discipline and/or misconduct/mis-behaviour on the part of a student or a group of students, the Proctor shall have the powers :-

(a) to impose a fine upto Rs. 100/- on a student at a time;

(b) to suspend a student or students and to keep the University out of bounds for such student/students until further orders.

5:5 Action taken by the Proctor shall immediately be reported to the University Disciplinary Council. Appeal to be made within one week of the date of receipt of orders by the Proctor shall in the first instance lie with the University Disciplinary Council which may confirm, modify or reverse the decision of the Proctor.

5:6 Notwithstanding what is contained in 5:5 above, a student may appeal to the Executive Council against any decision of the Proctor or Vice-Chancellor in accordance of the procedure of appeal and arbitration and right to appeal under section 31 and 32 of the North Eastern Hill University Act.

5:7 In instances of serious breach of discipline or mis-conduct/mis-behaviour where the Proctor is convinced that action in excess of powers vested in him is called for, he shall refer all such cases to the University Disciplinary Council for its consideration and appropriate action.

6:1 UNIVERSITY DISCIPLINARY COUNCIL

There shall be a University Disciplinary Council. It shall comprise the following :

- | | | |
|--|---|------------------|
| 1. The Vice-Chancellor | - | Chairman |
| 2. Six teachers of the University | - | Members |
| 3. Dean of Students Welfare | - | Ex-Officio |
| 4. Director of Sports | - | Ex-Officio |
| 5. One other Officer of the University | | |
| 6. Two Wardens of the Hostels | | |
| 7. Proctor | - | Member Secretary |

All members except the ex-officio members and the member-secretary shall be appointed by the Vice-Chancellor for a term of two years.

6:2 The function of the University Disciplinary Council shall be as follows :

- noted*
- (i) to advise the Vice-Chancellor in the maintenance of discipline and proper conduct among the students of the University ;
 - (ii) to review from time to time the over-all situation regarding discipline in the University and consider special cases referred to it by the Vice-Chancellor.

*Similar things
will be worked out
with other campuses
also*

4.9: Draft -- First Ordinance on MLIU Publications

The first draft Ordinance referred to above as presented by the Vice-Chancellor may be seen at Annexure for comments/suggestions if any from the Council before obtaining approval from the Central Government. The Academic Council had seen the same at its meeting held on 26th & 27th Nov., 1982.

noted

FIRST ORDINANCE ON NORTH EASTERN HILL UNIVERSITYPublications.

- (1) The North-Eastern Hill University may establish a Publications Unit which shall be known as North-Eastern Hill University Publications, hereafter referred to as the Publication.
- (2) The Publications Unit shall function as an autonomous Unit in the University subject to the provisions of this ordinance and other Statutes and ordinances of University and subject to such directions as the Executive Council may give from time to time in this regard.
- (3) The North-Eastern Hill University Publications shall promote and undertake publications in various areas and for different target-groups and also their distribution in general furtherance of the objectives of Section 'A' of the North-Eastern Hill University Act, 1973.
- (4) Without any prejudice to the generality of provision in preceding clause the Publication work will broadly cover the following areas :-

GROUP A - University level text books, supplementary reading material and reference books in English and in the languages of the area under its jurisdiction, specially texts concerning the North-Eastern Hill University region and texts for special/innovative courses introduced by the University from time to time.

GROUP B - (i) Researchworks on different subjects carried out within the university and (ii) Research work on North-Eastern Region and on Tribal affairs in general in the other universities or industries of higher learning in the country.

GROUP C - Literature on various facets of continuing education for dissemination of knowledge and improving the general awareness about new scientific, cultural and economic content of the human society and literary works in languages spoken in the area under jurisdiction of the university.

MANAGEMENT

- (5) (a) There shall be a Governing Board of the Publications which shall be responsible for all aspects of its functioning.
- (b) There shall be full time publication Manager whose status shall not be lower than a Reader of the University. He shall be designated as Manager, North-Eastern Hill University Publications .

Continued/-

(c) The Governing Board shall comprise seven members as follows :-

- (i) Vice-Chancellor - Chairman
- (ii) One nominee each of the Executive Council & Academic Council.
- (iii) One Member to be nominated by the Vice-Chancellor from amongst persons of standing in the Publication industry.
- (iv) Registrar, North-Eastern Hill University
- (v) Finance Officer, North-Eastern Hill University
- (vi) Manager North-Eastern Hill University Publications - Member secretary.

EDITORIAL BOARD -

(6) (a) There shall be an Editorial Board comprising not more than 'eleven' members.

(b) The Editorial Board may appoint as many Editorial committees for different subjects or group of subjects as may be considered necessary from time to time, provided that the number of Editorial committees shall not be less than one each for (1) Science group (2) Language group and (3) other subjects including social sciences, Humanities etc.

(c) The composition of the Editorial Board shall be as follows :-

- (1) Vice-Chancellor - Chairman
- (2) One member each nominated by the School Boards
- (3) Chairman of Editorial committees
- (4) Manager Publications.
- (5) Not more than three members nominated by the Vice-Chancellor from amongst noted literary figures, social scientists and scientists.

(d) The Editorial committees shall comprise not more than seven members and shall be nominated by the Editorial Board.

(e) The first Editorial committees may be nominated by the Vice-Chancellor, if necessary.

(f) The term of the members of the Editorial Board who are not ex-officio members, shall be three years and that of Editorial committee two years. They shall be eligible for re-nomination.

FINANCES

(7) (a) The Publication shall have a separate fund but within the consolidated funds of the university for which separate accounts shall be maintained.

- (b) This fund shall be operated as a revolving fund in which grants and receipts shall be credited and all expenditure in relation to the publications shall be debited.
- (c) The Publications may receive directly or through the university grants or assistance for any specific or general purpose from the central or state Government or from an institution established by them. Prior approval of the Executive Council shall be necessary to receive a grant or assistance in any form from any other organisation or institution.
- (d) The unassigned grant of the University for research publications, etc, will be credited to the revolving fund of the Publications, provided that the Publications shall ensure that minimum number of research Publications which could have been supported by the university under normal scheme shall be brought out by the Publications every year.
- (e) A separate account shall be maintained in respect of the publications in Group A for which special support is available for the Government of India.
- (f) The Finance Officer shall be responsible for all financial transactions of the Publications.

MANUSCRIPTS FOR PUBLICATION

- (8) (a) The publications under this scheme shall be of three types :-
- (i) Works commissioned by the University.
 - (ii) Works of individual author(s) prepared by them on their own.
 - (iii) Reproduction or new editions of their works
- (b) In case a work is to be commissioned on a subject in accordance with the general policy of the University or for a specific subject, the following procedure shall be followed :-
- (1) The concerned Department(s) shall prepare a broad outline of the work which it considers necessary or useful for publication along with the possible authors who can be assigned the task.
 - (2) The outline shall be nominated to the Publication and will be considered by the concerned Editorial committee.
 - (3) The works shall be assigned to author(s) by Editorial Board from the list given by the Department on otherwise with much direction in relation to its size, style, etc. as may be considered necessary.

(4) four copies of manuscript shall be submitted by the author(s) to the Department who shall place it before the concerned Board of studies.

(5) The Board of studies shall constitute a committee of three experts who shall examine the manuscript, or make suggestion for revision or reject it.

(6) The manuscript finally approved by the respective Boards of study shall be placed before the Editorial Committee who may submit the same to the Editorial Board for final decision.

(7) The chairman of the Editorial Board may dispense with any of the stages in the above provision in special circumstances for reasons to be recorded in writing.

(c) In case of other works of individual author(s) on earlier published work, the procedure outlined in (b) above shall be followed to the extent necessary in case of text books or supplementary reading materials.

(d) In case of other works, the Editorial committee shall examine the proposal. The committee may reject the proposal on its own if it is not suitable or does not fall within the purview of the North Eastern Hill University publications. In case the committee considers the proposal worth pursuing, they shall refer the manuscript to two experts in the field. If their opinion is favourable and unanimous the committee shall submit the proposal to the Board for their final decision. In case both the experts give an unfavourable opinion, the manuscript shall be returned. In case of mixed opinion, the committee may reject the proposal or may send the manuscript to a third referee and may take a decision after his opinion has been received. Provided if the work pertains to a dissertation for Ph.D. or a higher degree and has been recommended for publication by the examiners, it may be referred to only one expert..

ROYALTY, HONORARIUM etc.

(i) All publication shall be taken up only after an agreement on a form prescribed by the university has been executed.

(ii) No work shall be published by the University unless the author accepts royalty or honorarium, even a token honorarium, wherever necessary, in lieu of his having authorised the Publications to publish the work.

(iii) Individual authors of works other than text books and supplementary reading material shall be paid 15% royalty.

(iv) Authors and Editors of works commissioned by the University shall receive a suitable honorarium as per rules to be prescribed by the University in this regard.

(v) The Publications shall not publish a text book, supplementary reading material on works in Group C or royalty basis. In these cases the University shall obtain copy right on payment as per rules in this regard.

PRINTING

- (9) (a) The University shall establish its own printing press as early as possible.
- (b) Pending establishment of a press special arrangements should be made for the time following usual commercial terms.

PRINTING POLICY.

- (10) (i) The text books shall be priced at ~~40%~~^{50%} plus cost of production.
- (ii) The retail price of non text books shall be three time the cost of production.

DISTRIBUTION

- (11) (a) The Publications shall be the sole distribution of the books, published by North-Eastern Hill University Publication. However, for the first two years arrangements may be made for distribution through distributors of repute provided the Publications keep the option of direct sale open.
- (b) The rate of discount etc. shall be as follows :-
- (i) A discount of 20% shall be allowed for 5 copies or more, 25% for 10 copies or more and 40% for 25 copies or more for all publication except text books.
- (ii) A 40% discount shall be allowed for the members of the University community for all books published by North-Eastern Hill University Publication - except text books.
- (3) In case of text books a discount of 15% shall be allowed to the distributors.
- (4) Libraries shall be given usual trade discount.

ASSOCIATION WITH OTHER NON-PROFIT & LITERARY ON ACADEMIC BODIES

- (12) The Publications may associate with other similar Institutions, Literary or academic bodies for such purposes and on such terms as may be decided by the Governing Body.

EMBLEM

- (13) The Publication shall use University crest with the words "North-Eastern Hill University" Publications on its abbreviated form in suitable design as its emblem.

FIRST PUBLICATIONS

(14) Pending finalisation of all formalities for establishment the Publications, the Vice-Chancellor may authorise publication of works of any description on such terms and conditions as may be considered necessary in each case provided they broadly conform with the provision of this ordinance.

REMOVAL OF DIFFICULTIES

(15) In case some difficulties arise in the operation of any provision of this ordinance, the Vice-Chancellor or the Governing Body after its constitution may take suitable action in furtherance of the basic objective subject to the condition that action shall also be imitated to amend the ordinance suitably

(1) The text books shall be priced at the cost of production.
(ii) The retail price of non-text books shall be three times the cost of production.
(a) The Publications shall be the sole distributor of the books, published by North-Eastern Hill University. However, for the first two years arrangements may be made for distribution through distributors of repute provided the Publications keep the option of direct sale open.
(b) The rate of discount etc, shall be as follows :-
(1) A discount of 20% shall be allowed for 5 copies or more, 25% for 10 copies or more and 40% for 25 copies or more for all publication except text books.
(ii) A 40% discount shall be allowed for the members of the University community for all books published by North-Eastern Hill University Publications - except text books.
(3) In case of text books a discount of 15% shall be allowed to the distributors.
(4) Libraries shall be given usual trade discount.

ASSOCIATION WITH OTHER
NON-PROFIT LIBRARY
OR ACADEMIC BODIES

(16) The Publications may associate with other libraries, library or academic bodies for such purposes and on such terms as may be decided by the Governing Body.

EMBLEM

(17) The Publication shall use University crest with the words "North-Eastern Hill University" inscriptions on its associated form in suitable design as its emblem.

4.10: Amendment of Academic Ordinance No. 4:5(a)
on the Board of Schools:

According to the provision of the Ordinance, the School Board shall hold its meetings at least 4 times in an Academic year. Some of the Schools had expressed their difficulty and inconvenience to hold the meetings as required under the Ordinance in view of the fact that the attendance of the outside members has not been very encouraging. Therefore, the Meeting of the Local members of the Academic Council which was held on 19.10.82 as authorised by the Regular Academic Council, decided to reduce the number of the meetings of the School Board from four to two in an Academic year and consequently proposed to amend the particular Ordinance to the Executive Council as set forth in the Annexure for its consideration.

Amendment of Academic Ordinance No. 4:5 on the Board of Schools of Studies

Existing Clause	Proposed Amendment	Clause after Amendment
<p><u>Clause 4:5</u></p> <p>(a) The Board shall hold at least 4 ordinary meetings in an Academic year, in the months of August, November, March and May.</p>	<p>Substitute the existing clause by the following:-</p> <p>The Board shall hold at least two ordinary meetings in an Academic year.</p>	<p><u>Clause 4:5</u></p> <p>(a) The Board shall hold at least two ordinary meetings in an Academic year.</p>

- 4.11: Amendment of Ordinance relating to the First Convocation of the University 1976, transitory Provision for the award of Medals and Prizes.

The Academic Council at its meeting held on 26th/27th November, 1982 decided that all University level Prizes of any excellency should be given away during the Convocation. The Council further decided that the concerned Ordinance be suitable amended by adding a new provision to it as shown in the Annexure.

The matter is therefore placed before the Executive Council for consideration.

Amendment of Ordinance relating to the First Convocation of
the University, 1976 - Transitory Provision for the award
of Medals & Prizes

Existing Clause	Proposed Amendment	Clause after amendment
<u>B. Prize</u>		<u>B.Prize</u>
4. The prizes will normally be presented to the candidates in person at the Convocation. Those candidates who will not be able to receive the prize at the convocation in person will have to obtain the same from the office of the University after establishing their identity in the manner prescribed by the Vice-Chancellor.	Add the following new provision after Clause 4 under the head "B. Prize" 5. Any academic excellence at the University level can be awarded in a prize form at the Convocation	4. The prizes will normally be presented to the candidates in person at the Convocation. Those candidates who will not be able to receive the prize at the convocation in person will have to obtain the same from the office of the University after establishing their identity in the manner prescribed by the Vice-Chancellor.
		5. Any academic excellence at the University level can be awarded in a prize form at the Convocation.

4.12: Diplomas in Languages

In connection with the subject under reference the Academic Council at its meeting held on 26th & 27th Nov., 1982 had decided as under :-

"The Council Resolved that certificate and diploma course in Khasi, Garo, Mizo, Sanskrit and Hindi may be started".

Further the Council Resolved to start a Diploma in Banking.

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

4.13: Amendment of Clause 4 (k & l) of the Academic Ordinance No. 4 on the School of Studies - Board of School -

The Academic Council which met on 26th and 27th November, 1982 had authorised the Vice-Chancellor to effect certain changes in the Ordinance 4 on the School of Studies. The amendment is primarily to re-assign the functions of the Committee for Advanced Studies and Research which has been abolished and a new body, namely, 'Board of Research Studies' is created.

The proposed amendment is placed below for the consideration and approval of the Executive Council.

*approved from 4.13 to 4.16 -
appoint a committee to edit*

4.14 Amendment of Academic Ordinance 12 on
Master of Philosophy -

The Academic Council which met on 24th and 25th June, 1982 and again on 26th and 27th November, 1982 had proposed certain amendment to Ordinance 12 on 'Master of Philosophy'. The Clause-wise amendments are placed below for consideration and approval of the Executive Council.

4.15: Amendment of Academic Ordinance No. 13
on Doctor of Philosophy -

The Academic Council which met on 26th and 27th November, 1982, had authorised the Vice-Chancellor to suitably amend the Ordinance 13 on the 'Doctor of Philosophy' which became necessary. Consequent upon the abolition of the Committee for Advanced Studies and Research and creation of a new body, namely, the 'Board of Research Studies'. The functions that were being performed by the Committee for Advanced Studies and Research have now been bifurcated and assigned to the Board of Research Studies and the School Board.

The proposed Clause-wise amendment is placed below for the consideration and approval of the Executive Council.

4:16: Amendment of Ordinance governing leave to Teachers
(Clause 10:2...Study Leave)

.....

The Ordinance on Committee for Advanced Studies and Research has been repealed and another body namely 'Board of Research Studies' has been created to look after the matters relating to research. Consequently, an amendment to the Ordinance which regulates Study Leave to teachers has become necessary.

Placed below is the existing Clause 10:2 of the said Ordinance as amended making a provision for school Board to perform the duties of the Committee for Advanced Studies and Research which has been abolished. The Academic Council which met on 26th/27th November, 1982 authorised the Vice-Chancellor to effect suitable changes in view of the abolition of the Committee for Advanced Studies and Research.

The amended clause is placed below for kind consideration and approval of the Executive Council.

...

4.17: Payment of Registration Fee to Teachers attending International Conferences/Seminars -

The Dean's Committee which not recently had considered the request from the following three teachers for deputation to International Conferences/Seminars.

1. Dr Hanlet Bareh
2. Dr A.P.Sinha
3. Dr(Mrs) Sujata Miri

In each of these three cases the participants have to pay Registration Fee if their papers have to be accepted for presentation which is U.S.\$ 125/- each. The full details of their participation is being collected so as to place it before the next Dean's Committee for consideration and recommendation to the Executive Council.

In the meantime, the matter is brought to the notice of the Executive Council for advice as to whether the registration fee may be paid by the University without making any commitment at this stage about their deputation. When the full particulars are available the Dean's Committee will consider and make its recommendation to the Executive Council for consideration.

The matter is placed before the Council for consideration.

*Dean's Committee
to decide.*

Item No. 5 ADMINISTRATIVE MATTERS

5.3: Permission to Dr. B. Pakem, Reader Department of Political Science for filing nomination to the State Legislature.

Dr. B. Pakem, Reader Department of Political Science North-Eastern Hill University requested for permission to file nomination paper in the State Legislature Assembly election to be held sometime in February - March 1983.

Dr. Pakem has been granted a permission for the purpose in the last Assembly election 1978. After his election and subsequent induction to the Ministry he applied for Extra Ordinary Leave and was granted. At present he is still on leave.

The matter is placed before the Executive Council for consideration.

he should take cases also - allowed as per UGC guideline but 50% work load, this is

Item : 5.4: Appointment of Dr.S.K. Das, Professor as Head Department of Commerce.

Dr. S.K. Das was appointed Professor Department of Commerce on Contract basis for a term of two years from the date of appointment with effect from 1st July 1982. Consequent upon his joining the Department the Headship which was held by Dr. B.K. Tandon, Reader has been handed over to Professor Das.

The rule provision prescribed in the NEHU Act under Rule 7 Clauses 1) to 5) is reproduced as under :-

- Rule 7. (1) In the case of Departments which have more than one Professor the Head of the Department shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from among the Professors.
- (2) In the case of Departments where there is only one Professor, the Executive Council shall have the option to appoint, on the recommendation of the Vice-Chancellor or either the Professor or a Reader as the Head of the Department.

Provided that it shall be open to a Professor or Reader to decline the offer of appointment as the Head of the Department.

contd.....p/2.

approved

- (3) A person appointed as the Head of the Department shall hold office as such for a period of three years and shall be eligible for re-appointment.
- (4) A Head of a Department may resign his office at any time during his tenure of office.
- (5) A Head of the Department shall perform such functions as may be prescribed by the Ordinance.

The matter is placed before the Executive Council for consideration.

Item No :- 5.5 : Dr. Syed Hasan Ahmed's request for release from North-Eastern Hill University to rejoin his parent University (AMU).

Dr. Syed Hasan Ahmed, Reader Deptt. of Political Science requested the University to release him by the 28th February 1983. He also requested for leave prefixing the Winter Vacation i.e. from the re-opening of the classes till the end of February 1983.

Dr. Hasan Ahmed joined the University on 30.6.81 Availing Extra Ordinary Leave from his parent University that is Aligarh Muslim University. The Ordinance governing Resignation is reproduced as under :-

" A teacher may, at any time, terminate his engagements by giving the Executive Council three months notice, in writing.

Provided that the Executive Council may waive the requirement of notice at its discretion."

The Ordinance Governing Payment of pay etc. & notice period falls within vacation Clause 14 IV is also reproduced as under :-

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

The matter is placed before the Executive Council for consideration.

authorized to V.C.

Draft Note on Wardens of Lodges and the question of Payment of allowances

As the hostels maintained by the University have limited capacity it has not been possible to provide accommodation to all post graduate students. While a few live with a parents and guardians, the majority of them, both men and women, are scattered singly or in groups throughout the city. There is outside the class-rooms very little contact between them and the University, and in most cases their whereabouts are unknown. The conditions of residence, the houses in which they live and physical environment in which these are located leave much to be desired. With a view therefore to organising and regulating student life outside the class room as a complement to academic purposes a policy decision was adapted in late 1981 to put such students under effective guardianship of teachers.

For this purpose students living outside the University hostels have been grouped into manageable areas, each under the charge of a w-arden. The draft ordinance on condition of residence of the students in the University provides:

"Students w-ho do not live either with their parents or approved guardians shall during the term reside in an approved hostel or in an approved lodge.

Eleven wardens of lodges have now been appointed. Their duties, in accordance with relevant Ordinance, are

1. The Wardens incharge of Lodges shall
 - (a) exercise supervision and control over all students in the Zone;
 - (b) maintain by a register of all students and all information relating to the terms and conditions of their residence in the lodges;
 - (c) maintain information of (vacant) accomodation available in the lodges from time to time and help students to find suitable accomodation in the zone. The warden shall be expected to maintain close and frequent contact with the students and so helpiin resolving the problems that they might encounter during their residence.
 - (d) be responsible for the health, hygiene and general life of the students residing in the lodges in the zone;
 - (e) maintain discipline among students living in the zone and shall promptly report to the appropriate authority all cases of indiscipline mis-conduct or illness of students;
 - (f) be the liason between students and the administrative and
 - (g) perform such duties as may be assigned to him by the Vice Chancellor from time to time.

The Ordinance also provides that
 "The Warden shall be entitled to such allowances as may be determined by the University from time to time"

Wardens of hostels maintained by the University are entitled to an allowance of Rs.200 per mensem. Free unfurnished accommodation and office stationery is provided in addition. It is now suggested that wardens of lodges may be paid an allowance of Rs.150 per mensem.

The matter is placed before the council for consideration.

accepted

5.7: Dr. Banwar Memorial Trophy -

The University has proposed to institute an annual Basketball Tournament on all India basis in memory of late Dr S.C. Banwar, Acting Vice-Chancellor of NEHU, to be called 'DR BANWAR MEMORIAL TROPHY'. The object of the Tournament is to perpetuate the memory of the late Acting Vice-Chancellor, whose endeavours to promote sports and games and co-curricular activities among students of the University in particular and of the region in general is so well known. It is also hoped that this Tournament, by exposing the youth of this region to some of the best sports talents in the country, will create an interest in sports and games and, in so far as the particular event is concerned provide opportunities for excellence.

Basketball has been selected for the Tournament as this was the favourite game of Dr Banwar, and one in which he particularly excelled. It is also a game in which there is a growing interest among students, particularly women students, and there is an obvious potential for development.

The Tournament shall be open to teams from all Universities and Institutions deemed as Universities in the country and shall have both men and women events. The North-Eastern Hill University shall institute running trophies, for winners and runners, for both men and women teams. Individual winners and runners-up shall also be awarded prizes. Initially, and for 1983, the Tournament shall in women's event only and shall be held at Shillong in April; thereafter it shall be left to the NEHU Sports Board to determine the number of events, the venue, and the schedule for the Tournament. The Sports Board shall organise and conduct the Tournament in accordance with the All India Rules of the game.

The University shall bear the initial outlay of the Running Trophies and the individual prizes annually. It shall provide hospitality to all teams or pay D.A. at approved rates and bear the cost of organising the Tournament.

The matter is placed before the Executive Council for consideration.

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5.8: Introduction of courses in Shorthand & Typewriting

The Academic Council at its meeting held on 26/27-11-82 had considered the report of the Committee appointed by it on the Introduction of courses in Shorthand & Typewriting and accepted the recommendations with the following modification:

- (i) If any college under NEHU introduces courses in Shorthand and Typewriting, NEHU will provide the necessary capital investment and the pay of the full-time/part-time Instructor as the case may be.
- (ii) The ratio of Typewriting to students that the University is to provide under capital equipment will be 1:5.
- (iii) The University will provide a part-time Instructor if the number of students is less than 40 and a full time Instructor if the number of students is 40 or above.
- (iv) Other incidental expenses should be born by the College.

The matter is placed before the Executive Council for consideration.

approved

Subject: Introduction of Courses in Shorthand and Typewriting in Colleges

The first meeting of the Committee set up to work out the details of the proposal to introduce courses in shorthand and typewriting in the affiliated Colleges of this University took place on 22.5.82 at 3.30 p.m. at the Centre for Adult and Continuing Education. The following members were present :-

- 1. Shri B.V. Roy, Director, PATEC, Shillong - Chairman
- 2. Shri K. Sukumaran Nair, Lecturer
Department of Economics - Member
- 3. Shri C.P. Tewari, Centre for Adult &
Continuing Education, NEMU, Shillong. - Member
- 4. Shri D.S. Roy, C/o St. Edmund's College,
School Department, Shillong. - Special
Invitee

Shri D.S. Roy, who has been conducting courses in Stenography for a considerable period of time in Shillong, was requested to attend the meeting by special invitation. The Head of the Department of Commerce from St. Anthony's College, Shillong and Dr. R.N. Tandon, Adviser, Manpower, NEC, Shillong could not attend the meeting.

The members discussed a draft scheme for introduction of typewriting and stenography courses in the affiliated Colleges of NEMU presented by the Chairman. It was decided that, to begin with, the scheme may be implemented on an experimental basis in one of the Colleges of each of the constituent units of the University viz. Meghalaya, Nagaland and Mizoram. For the sake of convenience, it was recommended that courses may be started in Colleges located in the capitals of these States/Union Territory.

Organisation: The Principal of the College (preferably Colleges having Commerce Department) will be responsible for arranging the necessary facilities such as accommodation etc. and the overall supervision of the course. However, the organisational responsibility for the course will be borne by a Stenographer-Instructor appointed for the purpose. At the beginning,

....2/-

Shri B.V. Roy
Director
Committee for Introduction
of Courses in Shorthand and
Typewriting

10 machines will be allocated to each of the 3 Colleges. The safe custody of these machines will be the responsibility of the Principal who will also provide a class-room for the purpose. As special type of furniture etc. will be required for these classes, a provision has been made in the scheme for its purchase.

As regards the number of students, it was decided that 40 students will be admitted to the course in each of the selected Colleges who will be trained in stenography and typewriting on alternate days in groups of 20 each. As regards typewriting, since machines are only 10 in number, the students will have to be trained in 2 shifts of half-an-hour duration each.

The duration of the course will be 6 months and the classes will be held in the afternoon from 3 to 5 p.m. or from 4 to 6 p.m. according to the convenience of the Principal.

Staff: The Committee recommended that a part-time Stenographer-Instructor and a part-time assistant may be engaged for the course on Rs. 800/- and 250/- p.m. respectively. Preference may be given to retired persons for the post of Stenographer-Instructor and to those already working in the same college for the post of Assistant.

In admitting candidates, preference will be given to those studying in the first year of the P.U./Degree courses. 80% attendance will be required for the participants who will also be examined at the end of the course. A certificate will be awarded by the University to each of the successful candidates at the end of the course.

Lastly, the Committee recommended that some of the members of the Committee may visit the Colleges selected for the purpose prior to the introduction of the course and a few months later to see to the progress and proper implementation of the scheme.

A draft scheme incorporating the above suggestions and recommendations is attached.

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

Sd/- B.V. Roy
Chairman
Committee for Introduction
of Courses in Shorthand and
Typewriting, N.E.H.U.

A scheme for imparting coaching to the students belonging to the Scheduled Castes and Scheduled Tribes in Typewriting and Stenography in selected Colleges affiliated to the North Eastern Hill University

The North Eastern States of Meghalaya and Nagaland and the Union Territory of Mizoram have a substantial number of Scheduled Castes and Scheduled Tribes population. However, their representation in the various junior posts of the Central Government Offices, public undertakings etc. in this region has been extremely poor. The new industrial enterprises and other allied developmental programmes are coming up in these areas with ever increasing force. The new opportunities are, however, beyond the reach of the local Scheduled Castes and Scheduled Tribe candidates because of their general backwardness, poverty and low educational base. The importance of counselling and guidance right from the time of their studies in Colleges needs to be stressed to meet this inherent deficiency. It is, therefore, considered necessary to have some kind of vocational guidance in a few selected Colleges of this area, where candidates belonging to Scheduled Castes and Scheduled Tribes studying in Colleges could at the same time take up coaching in typewriting and Stenography thereby enabling them to secure employment as soon as they complete their course of studies in the Colleges.

It is in this context that it is proposed to set up a coaching programme in some selected Colleges preferably in Colleges having Commerce Department affiliated to the North Eastern Hill University for starting courses in Typewriting and Stenography to enable some of these young people to qualify themselves for such jobs. This course, if introduced, will cater to the need of fresh unemployed youth with the necessary aptitude to appear with confidence at the various grades of Stenographer Examination/typing speed test for recruitment by the States and Central Governments etc.

The management of the Typewriting and Stenographer's courses will be in the hands of the Principals of the selected Colleges concerned who will provide the necessary infra-structural facilities needed for - running the course and be responsible for the smooth progress and implementation of the course at different intervals, with the help of a part time Stenographer Instructor.

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The financial implication of the scheme for one selected College with detailed explanatory note is enclosed :-

An Explanatory Note to the Estimates for imparting coaching in Typewriting/Stenography in the Colleges affiliated to the North Eastern Hill University for the year 1982-83.

A sum of Rs. 3.00 lakh is proposed in the Estimates for the year 1982-83 for imparting coaching in Typewriting and Stenography to Scheduled Caste and Scheduled Tribe students studying in Colleges affiliated to the North Eastern Hill University. In the first instance, it is proposed to implement the scheme only in 3 selected Colleges, namely, 1 one each at Shillong, Aizawl and Kohima. An explanatory note on each item of expenditure is given below :-

Personnel

A. Stenographer Instructor : It is proposed to appoint one part time Stenographer Instructor in each of the selected Colleges to conduct the coaching for stenography course as well as in Typewriting. This post is proposed to be filled by a Stenographer Grade I, preferably a retired person, if available. The Instructor will be responsible for arrangement of the classes for the two coaching programmes in consultation with the Principal of the College concerned. A sum of Rs. 6,400/- only is proposed as honorarium of the part-time Instructor @ Rs. 800/- per month for 8 months from August, 1982 to March, 1983

Office Staff: It is proposed to appoint one Part-time Assistant to manage the correspondence work and accounts matter required for implementing the programme. Obviously, the College office staff may not be very keen on taking up this additional work without any extra remuneration. Hence, a sum of Rs. 2,000/- only is proposed as honorarium to be paid to the part-time Assistant for 8 months @ Rs. 250/- per month from August, 1982 to March, 1983.

B. Office Expenses: A sum of Rs. 5,000/- only is proposed to meet the expenses towards the costs of stationery, postage stamps, advertisements and other miscellaneous expenditure.

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Necessary funds for the scheme will be allotted to the North Eastern Hill University for making necessary arrangements to provide typewriters and their maintenance and for payment of honorarium to the Instructors and Assistants etc. Similarly, the other required materials such as stationery, books and furniture will be purchased and supplied to the selected Colleges by the University.

Personnel

- (1) Stenographer Instructor(part-time) - 1 No in each selected college
- (2) Assistant (part-time) - -do-

Training facilities

It is envisaged that about 40 students will be admitted to each of the selected colleges soon after completion of College admissions i.e. August every year, from amongst the students studying in the 1st year P.U.C. and 1st and 2nd year Bachelor Degree. The 2nd year Degree students will be considered for enrolment when the Three Year Degree Course is introduced.

Adequate provision will be made for supply of a set of books in stenography with required stationery to the candidates attending the course, which will be conducted outside the College hours.

Besides educational qualifications, the general qualification for stenographers is knowledge of typewriting with a speed of at least 30 words per minute. Therefore, it is desirable that candidates should take coaching in Typewriting and Stenographers' course side by side, these courses being inter-related. Therefore, at least 10 Typewriters will be required for each selected College to enable the candidates to practice as well as to transcribe dictation given in stenography.

As an incentive for successful completion of training, it is proposed to grant a lumpsum amount to each candidate on successful completion of the course. It is suggested that an amount of Rs. 500/- each may be granted to those who secure a speed of 120 words per minute and Rs. 300/- each to those with 80 words per minute in Stenography, and Rs. 200/- each to those who secure a speed of 30 words per minute in Typewriting. No stipend is proposed to be granted to candidates during the training period, since the Scheduled Caste and Scheduled Tribe students in Colleges are already availing of the Post-Matric Scholarship.

40

(6)

C. Purchase of Books for Library: A sum of Rs. 2,000/- only is proposed for purchasing the required books for stenography. A copy of Shorthand Text Book will be supplied to each student undergoing coaching for the duration of the course. Similarly, a guidance book for typewriting will have to be procured for use by the students.

D. Lumpsum grant to students: As an incentive to students to complete the course successfully, it is proposed to grant them a lumpsum grant, during the training period. A sum of Rs. 16,000/- is proposed for those students who may qualify themselves in Stenographer Grade II (120 words per minute) and Grade III (80 words per minute) at the rate of Rs. 500/- and Rs. 300/- each respectively. Another sum of Rs. 12,000/- is proposed for those students who may qualify themselves in Typewriting by securing a speed of at least 30 words per minute at the end of the training period. Since the normal course in Typewriting is 3 to 4 months, it is proposed to impart training to 2 batches in a year consisting of 30 students per batch.

E. Purchase of Typewriters: The Coaching Programmes for Typewriting and Stenography are inter-related since the students who desire to learn Stenography should learn typewriting as well. Therefore, providing of Typewriting machine is a prime factor for the scheme. As such, it is proposed to provide 10 Typewriters to each of the selected Colleges in the first instance. The Instructor will have to impart coaching in 2 different shifts to the students doing Typewriting/Stenography courses on rotation basis. If this experiment proves successful, more Typewriter machines may be provided in the subsequent years. A sum of Rs. 40,000/- only is proposed for purchasing 10 Typewriters in the first phase.

F. T.A. to Members : It is envisaged that the members of the Committee appointed by the University will make inspection of the Colleges implementing this coaching programme at least once in each session. For this purpose, a sum of Rs. 4,000/- is proposed for meeting the T.A./D.A. of the Members for visiting the College which will be drawn and disbursed by the University.

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G. Furnitures/Equipments: A sum of Rs. 16,500/- only is proposed for purchase of 1 table and 1 chair (Godrej) for the Instructor, 10 sets of Typing tables and Chairs and 2 Godrej Almirahs (1 big and 1 small) for keeping the Typewriting machines, stationery etc.

Recurring Expenditure

A. Personnel

1. Stenographer Instructor (Part-time)	- 1 No	6,400.00
@ Rs. 800/- per month for 8 months		
2. Assistant (Part-time)	- 1 No	2,000.00
@ Rs. 250/- per month for 8 months		
		<u>8,400.00</u>

B. Office Expenses-Stationery, Postage stamps, Advertisement & Miscellaneous - 5,000.00

C. Purchase of Books for Library - 2,000.00

D. Lumpsum Grant to students in Stenographer's course-20 students @ 500/- each and 20 students @ Rs. 300/- each. 16,000.00

E. Lumpsum Grant to students in Typewriting course 2 batches of 30 students each @ Rs. 200/- each 12,000.00

F. T.A. to Members of the Committee - 4,000.00

Non-recurring Expenditure

A. Purchase of 10 typewriters @ Rs.4,000/- each - 40,000.00

B. Furnitures/Equipments - 16,500.00

Total: 56,500.00

Total for Recurring-Expenditure - 47,400.00

Total for Non-Recurring - 56,500.00

Grand total -1,03,900.00

Say Rs. 1.04 lakh for one College.

It is proposed that the Scheme should be implemented in 3 Colleges, preferably Commerce Colleges at the initial stage, namely 1 each at Shillong, Aizawl and Kohima. Hence the total requirement of funds will be Rs. 1.04 lakh x 3 = Rs. 3.12 lakh.

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5.9: To fix the date for the 8th Meeting of the Court of the University and the Convocation.

The 7th Meeting of the Court which met on 25th May 1982 did not fix the date for its next meeting. Statute 11(i) states, "An annual meeting of the Court shall be held on a date to be fixed by the Executive Council unless some other date has been fixed by the Court in respect of any year".

Under the circumstances, the Council may consider to fix the date for the next meeting of the Court as well as the date for the next Convocation of the University.

*Convoc. - 1st week / 2nd week
of April / 9th May.*

5.10: University Rovers

The decision of the Academic Council at its meeting held on 26th/27th November, 1982 on the subject indicated above is reproduced below for information and consideration of the Council.

"The Council resolved that a group of students comprising debators, players and singers may visit other Central Universities and Bombay during the winter vacation as part of University's Cultural programme".

approved

5.11: Sub: Study leave case of Dr. Surjit Singh

Dr. Surjit Singh, Lecturer, Department of Physics, has applied to the University for study leave starting from February 1983 to spend a year at the Tata Institute of Fundamental Research, Bombay, as a Visiting Fellow. He has received a formal offer from the TIFR giving him a placement there to spend a year. The TIFR has offered him an honorarium of Rs. 1750/- per month together with a sum of Rs. 250/- per month towards house rent subsidy and family allowance.

Dr. Singh has stated that he had also applied last year for study leave and that the Department had also recommended his case but owing to certain unforeseen circumstances his application could not be processed in time. The Department has a strength of 10 faculty members out of which only one member, viz. Dr. D.T. Khathing is on study leave till February 1984. The Head of the Department of Physics has recommended and forwarded Dr. Singh's application. However, he has made the following observations :

- (i) that the University has forwarded the application of Dr. P.N. Pandita for Alexander Von Humboldt Fellowship and in case he is selected the question of granting him duty/study leave will come up at a later stage.
- (ii) that some arrangements have to be made in the Department so that teaching work may not suffer.

Dr. Singh had joined the University in 1976 and completed six years of continuous service. As per the Ordinance, he is eligible for study leave. He would like to spend one year at TIFR, the premier Institute in the country on Fundamental Research, so that he could devote full time on research which, he states, will not only benefit him personally but will also benefit the University.

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

as per rules

5.12: Sub: Study leave case of Shri N.K. Sinha, Lecturer Department of Geography, Pachhunga University College.

Shri N.K. Sinha, Lecturer in Geography, Pachhunga University College, has requested the University to grant him study leave to pursue research studies leading to the degree of Master of Philosophy. It appears, basing on his application, the Department of Geography has admitted him to the M.Phil course and a telegram to this effect has been sent to him and the Principal, Pachhunga University College, has released him from 27th September, 1982 to enable him to join the M.Phil programme in Shillong. Shri Sinha has since then joined the programme.

Shri Sinha has joined the Pachhunga University College in 1975 and has over 7 years of continuous service to his credit. Since the teachers of Pachhunga University College are treated as par with the teachers of the University for the purpose of study leave etc., Shri Sinha is technically eligible to avail the study leave. But the anomaly here is that the College has released him without ascertaining whether he will be granted study leave or not and the teacher concerned has also joined the Programme from September 1982.

Recently, the University has formulated a separate M.Phil programme for the benefit of college teachers so as to enable them to pursue M.Phil courses with least disturbance to their own teaching programme in the colleges. Perhaps the teachers of Pachhunga University College can also be conveniently covered under this special programme.

However, since the teacher was released by the college and has joined the programme, his case has to be treated as special.

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

as per rules

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5.13: Extension of study leave to Shri P.Sudhir,
Lecturer, Department of History -

Shri P.Sudhir was granted study leave with effect from 18 September, 1979 to 10 July, 1981 to enable him to avail the Commonwealth Academic Staff Scholarship for studies at the School of Oriental and African Studies, University of London, London, U.K. His leave was further extended upto 30 September, 1982. Now, Shri Sudhir has requested for a further four-month extension on the plea that he is on the verge of completing his studies and the extension of leave is very essential for the completion of his research work.

The Head of the Department has also recommended that the leave be extended as it will enable Shri Sudhir to complete his studies. In the meantime, a letter has also been sent to the UGC requesting them to indicate whether the entire period of leave can be treated as on full pay and a reply is awaited.

The matter is placed before the Council for its consideration.

Approved.

5.14 Guidelines for the implementation of the Merit
Promotion Scheme for University appointed Teachers

The D.O. letter No.F.1-87(CP) Part I dated
November, 1982 from the Secretary, University Grants
Commission in connection with the subject quoted above
is placed at Annexure for information and consideration
of the Council.

accepted

SECRETARY

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI

D.O.No.F.1-87(CP) Part I

November, 1982

Dear Vice-Chancellor:

Kindly refer to D.O. letter No.F.1-87(CP) dated the 14th January, 1981 from the Chairman, University Grants Commission regarding the scheme of Merit Promotion for University appointed teachers formulated by the UGC with a view to giving recognition to outstanding work done by the University appointed teachers and to providing for reasonable opportunities to them for professional advancement.

2. The above scheme has since been slightly modified and I am enclosing a copy of the revised guidelines for the implementation of Merit Promotion Scheme for University appointed teachers in the University.
3. The Commission would make a contribution of Rs.600/- per annum for each person promoted as Reader/professor under the above scheme, in accordance with these guidelines for the remaining period of the Sixth Plan only, after which the expenditure involved under the scheme would be taken over as committed expenditure by the University as part of the maintenance grant. The University may now proceed with the implementation of the scheme.
4. The University would supply to the UGC necessary particulars, each year, of the persons considered under the scheme, the referees evaluations and recommendations alongwith minutes of the selection committees and persons finally promoted.

With regards,

Yours sincerely,

Sd/-

(R. K. Chhabra)

Dr. B.D. Sharma
Vice-Chancellor
North Eastern Hill University
Shillong - 793001

Guidelines for the implementation of the
Merit Promotion Scheme for University
appointed Teachers.

.....

PREAMBLE

The role of the teacher is crucial in the maintenance of academic standards and discipline in an educational institution. A great responsibility, therefore, lies on the teacher to ensure that proper academic atmosphere is maintained in the institution and that all academic work is carried out efficiently and with devotion to duty as a full-time employee of the institution. Every profession, for its orderly progress, needs certain rules of professional ethics, and education is no exception. In order to do justice to this challenging task, the teacher has to be devotedly involved in programmes of teaching, research, examination and extension activities taken as a whole. There should be regular assessment of his work and also of the institution. At the same time, it is necessary that teachers are provided reasonable opportunities for career advancement, and recognition of merit.

Objectives:

1. The basic objectives of the scheme should be (1) to recognize outstanding work done by the university teachers in the areas of teaching and research (2) subject such work to objective evaluation by experts in the subject areas concerned and (3) to provide for reasonable opportunities for professional advancement to such teachers, who merit academic recognition, on a competitive basis. The scheme therefore may be appropriately named as "Merit Promotion Scheme for University Teachers". This would be in the nature of a "flexible complementing scheme" wherein no additional posts are created, and the existing persons on the basis of critical assessment are promoted to the next higher level and the position is held by such incumbents as personal to them, and no resultant vacancy is required to be filled. Such a Scheme would considerably encourage the teachers to engage in advanced teaching and research and make distinct contributions which would merit recognition and promotion.

Method of Implementation:

2. (a) Teachers in the University departments engaged in advanced teaching and research and whose contribution and achievements are such as to merit recognition, may be considered for merit promotion in the first instance, after completing eight years of continuous service in their respective cadre, of which at least four years should be in the institution where he/she is being considered for such assessment and merit promotion. (b) Any teacher who has been considered and not selected for merit promotion in the initial presentation could, however, submit his work again only after a lapse of two years. (c) Teachers interested in such assessment and consideration of merit promotion should present their work to the university, through their department, latest by 31st December each year or a date stipulated by the university (d) the University should generally take a decision before the beginning of the next academic year, so that such promotions can become effective from the date of the beginning of the next academic session. (e) While the final selection of persons to be promoted can be made by the university in accordance with its normal procedure, it would be necessary to refer the work (to include research, publications, books reviews, curriculum development, teaching aids,

innovation in teaching methods, equipment developed etc.) presented by the individual teachers to at least two referees in the subject/discipline concerned. The referees are to be selected by the Vice-Chancellor out of a panel of names set up according to the procedure prescribed by the university for Selection Committee. The evaluation reports by these referees should be kept confidential and should be made available to the Selection Committee. Merit promotion be given by the appointing authority to a teacher only on recommendation of the Selection Committee duly constituted after it has given due consideration to the opinion of the referees. There should be at least two outside experts on the Selection Committee in the case of promotion to readers and three outside experts for promotion to professors in these cases.

(f) The post of a reader given to a lecturer or the position of a professor given to a reader, through merit promotion, would be personal to the incumbent concerned (g) the main criteria for promotion under this scheme would be the merit of the work as defined above and not the seniority of the teachers.

3. Not more than 1/3rd of the number of total permanent position of lecturers or readers within a department may hold such merit promotions at next higher level at any given time. Further, not more than two readers may be given such merit promotion as professor within a department for the duration of plan period. The persons holding such merit promotions would not count for determining the total posts in the cadre of readers for purposes of merit promotion to professors. It would be desirable for a department not to fully utilise the merit promotion scheme at one time, but to phase it out so that the full quota could be reached in the plan period.

4. Additional funds required to implement this scheme in the State Universities may be provided by the Commission as Plan assistance on the condition that after the Commission's assistance ceases, the University/State Government would treat this as committed expenditure.

5. No additional/extra staff can be provided in the category of posts from which a person has received merit promotion to the next higher post, consequent upon the implementation of this scheme. The work load should therefore be adjusted suitably without seeking additional positions.

6. While making selections for such promotions, it is not expected that the selection committee would recommend any advance increment, nor is it expected that any rules for pay fixation on promotion/selection to higher posts are applied to provide for increment. Only marginal adjustment would require to be made within the new scale, nearest to the salary already drawn by the promotee.

7. The Commission, in order to enable the universities to implement the scheme in the initial stage, would make a contribution of Rs.600/- per annum for each person promoted as reader/professor, under this scheme, in accordance with these guidelines, for remaining period of sixth plan only, after which the expenditure of posts filled under the scheme would be taken over as committed expenditure by the university/State Government concerned.

8. Any scheme which the university may already have for merit/personal promotion and persons already promoted under such a scheme prior to the present scheme of the UGC becoming effective will not qualify for UGC assistance.

9. The University would furnish to the UGC necessary particulars, each year, of the persons considered under the scheme, the referee evaluations and recommendations alongwith minutes of selection committees and persons finally promoted.

FINANCIAL MATTERS

6:5 Delegation of Administrative and Financial Powers to the Pro-Vice-Chancellor posted at Aizawl and Kohima.

It is proposed to delegate the following Administrative and Financial powers to the Pro-Vice-Chancellors posted at Aizawl and Kohima for consideration of the council.

1. General limitations of :-

- (i) It is a primary condition that financial powers should be exercised with a view that University money be spent only on legitimate objects of Expenditure.
- (ii) The power to sanction expenditure is subject to any general or special direction which may be issued from time to time by the Executive Council.
- (iii) The powers which have not been delegated shall rest with the Vice-Chancellor/Finance Officer/Executive Council.
- (iv) The power to sanction expenditure which involves the introduction of a new principle or practice likely to lead to increased expenditure in future shall not be exercised without prior concurrence of the Finance Officer.

2. Effect of Sanction:

- (i) No expenditure shall be incurred against the sanction unless funds are made available by valid.
- (ii) Sanction to recurring expenditure becomes operative when funds to meet expenditure of the first year are made available and remains effective for each subsequent year subject to appropriation in such years and subject to the terms of the sanction.

3. Provision of Funds.

Annual budget demands for expenditure are presented to the University Grants Commission after they have been approved by the Executive Council. The amount authorised for expenditure becomes available after necessary funds are released by the University Grants Commission.

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4. Re-appropriation of Funds.

- (i) Funds shall not be re-appropriated to meet expenditure which has not been sanctioned by Competent Authority.
- (ii) Funds shall not be appropriated or re-appropriated to meet expenditure on the new services not provided for in the annual budget estimates as approved by the Executive Council.
- (iii) Funds shall not be appropriated or re-appropriated to meet any expenditure which has not received administrative approval/ technical sanction of Competent Authority as prescribed by rules.

5. The power shall be exercised subject to the following conditions:

- (i) The rules prescribed for supply of articles required for University services and the rules prescribed regulating the purchase of Stationary/Stores for University Service and subsidiary instructions and orders there on shall be followed.
- (ii) No expenditure of an unusual character or involving any departure from rules, orders, restrictions or scale shall be incurred nor shall any liability be undertaken in connection therewith without prior concurrence of the Finance Officer.
- (iii) In regard to contingent expenditure, any rules, orders, restriction or scales as may be made, imposed or prescribes by the Executive Council from time to time shall be observed.

6. Communication of sanctions:

All orders sanctioning expenditure or advance of University money in exercise if the power conferred by this delegation shall be communicated to the Finance Officer.

7. Power to relax.

Notwithstanding anything contained in this delegation the Executive Council may by general or special order relax any provision of this delegation.

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In exercise of powers conferred in Statute 43 of the NEHU Act 1973, the Vice-Chancellor is pleased to delegate the Administrative and Financial powers to the Pro-Vice-Chancellor at Aizwal and Kohima as shown in the schedule below:

	Authority to whom delegated	Extend of Delegation
1. Re-appropriation of Funds	Pro. V.C.	Full powers - from one minor head to another under the same major head with intimation to Finance Officer.
2. Appointment (Officiating)	Pro. V.C.	Full powers - to fill up the existing vacancies upto the maximum pay scale of Rs. 1000/- p.m.
3. Grant of Casual leave/Duty leave/Quarantine leave, Maternity leave etc. and permission to leave/vacation/holidays and grant of E.L. without substitute,	Pro. V.C.	Full powers in respect of Dy. Registrar, Principals, Teachers.
4. To sanction Honorarium to employees.	Pro. V.C.	Full powers- and should not exceed the following ceiling during financial year. 1) S.C. - Rs. 500/- 2) UDA/Steno- Rs. 350/- 3) LDA/Typist Rs. 250/- 4) Grade IV - Rs. 150/-
5. (a) To sanction medical reimbursement within the state.	Pro. V.C.	Full powers.
(b) To sanction H.R.A. to employees according to scales and rules prescribed.	Pro. V.C.	Full powers.
(c) Permission to non-entitled officers to Air travel within the North Eastern Region and upto Calcutta.	Pro. V.C.	Full powers.
(d) To sanction TA bills to officers/teachers/staff.	Pro. V.C.	Full powers.
(d) To sanction study tour expenses including D.A. to students as per approved rate.	Pro. V.C.	Full powers.
(f) To sanction T.A. advance on tour/leave salary advance/Festival advance/LTC advance.	Pro. V.C.	Full powers.

contd....2/-

6. (a) To sanction purchase of office equipments/stores furniture, typewriters, stationery, Camping materials.	Pro. V.C.	Full powers.
(b) To sanction repairs to typewriters, office equipments, furniture etc.	Pro. V.C.	Full powers upto Rs. 1000/- per annum.
(c) Maintenance & Repairs of vehicles.	Pro. V.C.	Full powers.
7. To sanction installation of residential telephones.	Pro. V.C.	Full powers- to entitled office.
8. To sanction printing & binding except publication	Pro. V.C.	Full powers.
9. To sanction Purchase of books Journals, Periodicals for Library.	Pro. V.C./ Librarian	Full powers.
10. To sanction maintenance of permanent assets like play-grounds etc.	Pro. V.C.	Full powers.
11. To sanction Telephone charges (Residential telephones), Payment of House rents for hired buildings and stationary	Pro. V.C.	Full powers.
12. To sanction employment of unskilled casual labourers	<i>Pro. V.C.</i> Deputy Registrar	Full powers- subject the rates approved by the local Deputy Commissioner/Dist. Magistrate/ with approval of Pro. V.C.
13. Write off losses including Books after investigation	Pro. V.C.	Upto Rs. 500/-
14. To sanction purchase of liveries/uniforms of University employees	Pro. V.C.	Full powers.
15. To sanction expenditure on petty works	Pro. V.C.	Upto Rs. 15000/- per item according to norms.
16. To sanction Annual repairs	Pro. V.C.	Full powers within Budget allocation.
17. To sanction payment of legal expenses	Pro. V.C.	Full powers.
18. To sanction temporary advance from GPF/CPF to staff/teachers	Pro. V.C.	Full powers.

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| 1. To sanction grants of loans out of students Aid Funds. | Pro. V.C. | Full powers - the recommendation of the Student's Aid Fund Committee. |
| 20. To sanction purchase of utensils, crockeries, furnitures etc. to hostels/guest house. | Pro. V.C. | Full powers. |
| 21. To sanction hire of House/ Building as class rooms/ office/hostels. | Pro. V.C. | Full powers. |
| 22. To sanction hire of conveyance during meetings/seminars/ conference. | Pro. V.C. | Upto Rs. 1000/- |
| 23. To sanction G.T. to Ministerial staff. | Pro. V.C. | Full powers. |

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

The UGC in their letter No.F.26-26/81(NP-1) dated 27.2.1982 while forwarding the instructions contained in the Joint Secretary, Ministry of Education & Culture D.O. letter No.D.33011/10/81-Vig. dt. 19th May 1982 desired that similar provisions be incorporated in the MNU Retirement Benefit Rules. The following relevant provisions of the CCS Pension Rules are given below :

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

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

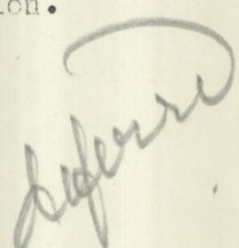
- (b) A departmental proceeding against a pensioner can also be instituted in respect of an event which took place not more than 4 years before such institution.
- (c) The President has the right to withholding or withdrawing pension or part thereof, whether permanently or for a specified period and of ordering recovery from a pension of the whole or part of any pecuniary loss caused to the Govt., if in any department or judicial proceeding the Pensioner is found guilty of grave misconduct or negligence during the period of his service including rendered upon re-employment after retirement.

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

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

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

The matter is therefore placed before the Executive Council for favour of consideration and decision.



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- 6.7: Opening of a separate non-drawing current account with the State Bank of India in different Centres at Shillong, Medziphema, Kohima and Aizawl -

According to the existing practice the fees and other receipts payable by students and individuals at Shillong are being received in the Cash Section of the Finance & Accounts Department and this amount is deposited daily into the North-Eastern Hill University current drawing account. Fees and other receipts collected by the Campuses at Kohima and Aizawl and also by the Pachhunga University College at Aizawl and the College of Agriculture at Medziphema are sent to Finance and Accounts Department monthly by Bank Drafts with details of receipts for deposit into University drawing account in the State Bank of India, Shillong.

As the present arrangement mentioned above does not achieve quick remittance of the receipts into the University Account in the State Bank of India at Shillong, it is proposed that separate non-drawing current account (Revenue Account) be opened in the State Bank of India at Shillong, Kohima, two at Aizawl (one for Campus and the other for Pachhunga College) and Medziphema.

Fees and Revenue receipts realised by the authorised officials of the University should be credited to the above account in the ~~respective~~ Centres. Whenever the balance accumulated came upto Rs 500/- the amount should be transferred to the current drawing account of the North-Eastern Hill University at Shillong now to be called the Principal Account of the North-Eastern Hill University. It is also proposed to authorise the Finance Officer of the North-Eastern Hill University to operate on these accounts on behalf of the University.

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