

NORTH-EASTERN HILL UNIVERSITY  
SHILLONG- 793 001

No. EC:65-1/Conf/89-10. Dated, Shillong the 18th January, 1989.

To


The Members of the  
Executive Council,  
North-Eastern Hill University.

Subject: Agenda papers of the Sixtyfifth Meeting of the Executive  
Council.

Sir/Madam,

I am forwarding herewith the Agenda papers of the 65th  
Meeting of the Executive Council scheduled to be held on the 1st  
February, 1989 at 11:00 A.M. at India International Centre, New  
Delhi, for favour of your information and consideration.

Yours faithfully,

  
(D. C. Pant)  
Registrar

Enclo: a. a.

NORTH-EASTERN HILL UNIVERSITY  
SHILLONG - 793 001

A G E N D A

SIXTY FIFTH MEETING  
OF THE  
EXECUTIVE COUNCIL

1st February, 1989, New Delhi.

AGENDA OF THE SIXTY-FIFTH MEETING OF THE EXECUTIVE COUNCIL

Contents

Page No.

Item No. 1.	CONFIRMATION OF THE MINUTES OF THE SIXTY-FOURTH MEETING OF THE EXECUTIVE COUNCIL HELD ON 5TH JANUARY, 1989.	
Item No. 4.	DEFERRED ITEMS :	
	(i) Contract term of appointment of Shri T.C. Hazarika, Executive Engineer-	4:1:(1)
Item No. 5	ACADEMIC MATTERS :	
	(i) amendment of clause 4(i) of Statute 2(a) relating to the Salary of the Vice-Chancellor -	5:1:1:(1)
	(ii) Amendment of clause 3(i) of Ordinance OE-9 on Service Conditions of the Controller of Examinations.	5:1:2:(1)
	(iii) Amendment of Clause 3(i) of Ordinance OE-8 on the terms and conditions of service of the Finance Officer.	5:1:3:(1)
	(iv) Amendment of clause 3(i) of Ordinance OE-2 on Service Conditions of the Registrar.	5:1:4:(1)
	5:5 - Examination Matters	
	(i) Panel of Examiners (Ph.D)	5:5:1:(1)
	(ii) Panel of Examiners (M.Phil)	5:5:2:(1)
	5:8 - Others	
	(i) Interim Report of the Working Group on the consideration of Academic Programme	5:8:1:(1)
	(ii) Transfer of the Scientific equipment - request from Dr. J. Subramanian	5:8:2:(1)
Item No. 6	ADMINISTRATIVE MATTERS ;	
	6:1- Selection Committee	
	(i) Recommendation of Selection Committee -	6:1:1:(1)

Contents

Page No.

6:2 - Appointment/Creation-upgradation of posts/ Confirmation/Extension/Option/Transfer Release/Termination.	
(i) Resignation tendered by Shri J.B. Nadda Lecturer, Department of Commerce, Nagaland Campus.	6:2:1:(1)
(ii) Request of Prof. S.N. Dube for Grant of Extra Ordinary Leave -	6:2:2:(1)
6:3 - Leave/Deputation -	
(i) Statement of teachers on leave -	6:3:1:(1)
6:6 - Service Condition/Financial & Other Benefits	
(i) Revision of pay in respect of Group 'A' non-teaching Contract appointees.	6:6:1:(1)
(ii) Payment of house rent allowance to teachers	6:6:2:(1)
6:7 - Others -	
(i) Decentralisation of powers at various levels	6:7:1:(1)
(ii) Eleventh Annual Report of the University for the year 1984-85.	6:7:2:(1)
(iii) Free hard furnished residence to the Registrar, NEHU.	6:7:3:(1)
7:4 - Delegation of financial power -	
(i) Delegation of Administrative of financial power.	6:7:4:1:(1)

Item No. 1. CONFIRMATION OF THE MINUTES OF THE  
64TH MEETING OF THE EXECUTIVE COUNCIL  
HELD ON THE 5TH JANUARY, 1989 :

The minutes of the 64th meeting of the Executive Council held on the 5th January, 1989 were circulated to the members for consideration and comments, if any. The Council may consider to confirm the minutes as circulated.

.....

Item No. 4

DEFERRED ITEM :

- (i) Appointment of Shri T.C.Hazarika  
as Executive Engineer on contract  
basis -

The Executive Council vide the resolution No. EC:62:88:03 (xi) resolved to approve appointment of Shri T.C. Hazarika as Executive Engineer on contract basis for a period of one year from 20.5.88 and desired that the terms of contract may be submitted to the Council for consideration. The deed of agreement, which is placed at Annexure - A, signed between the University and Shri T.C. Hazarika was placed for consideration of the Council in its 63rd meeting held on the 13th October, 1988. Consideration of the case was, however, deferred. The matter is, therefore, placed again for consideration and approval by the Council.

...

DEED OF AGREEMENT

These articles of agreement made on the twentieth day of May one thousand nine hundred and eighty eight between Shri. Tarun Chandra Hazarika on the first part and the Registrar, North Eastern Hill University on the second part.

Whereas the North Eastern Hill University (hereinafter referred to as 'the University') has engaged the party of the first part and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained.

Now these presents witness and the parties here to ~~xxxxxxxixxy~~ respectively agree as follows:-

1. The party of the first part shall submit himself to the orders of the University and of the officers and the authorities under whom we may from time to time be placed by the University and shall remain in the service upto 19th May 1989 commencing from 20th May, 1988 subject to the provisions herein contained.

2. The party of the first part shall devote his whole time to his duties and at all times obey the rules including the University rules prescribed for the time being for the regulation of the officers of the University and shall whenever required, proceed to any part of India and there perform such duties as may be assigned to him.

3. The service of the party of the first part may be terminated as follows:-

i) By the University of their officers having proper authority without any previous notice if the party of the first part shall be guilty of any insubordination or misconduct.

ii) By one month's notice in writing given at any time during service under this agreement, either by him to the University or by the University or their authorised officers to him without cause assigned. Provided always that the University may, in view of any part herein provided for, give the party of the first part a sum equal to the amount of his pay for one month or shorter notice than one month if they pay him a sum of equal to the amount of his pay for the period by which such notice fall short of one month.

iii) If the party of the first part be suspended from during investigation into any charge of misconduct mentioned in Clause 3 (i) hereof, he shall not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence grant at such rate as the University may decide.

4. The party of the first part shall from the date of his appointment be granted pay according to the rules adopted by the University. The pay so payable to him shall be paid for such time as he shall serve under this agreement and actually perform his duties commencing from the ~~fx~~ aforesaid date and ceasing on the date of his quitting service or on the day of his discharge therefrom or on the day of his death if he shall die while in service.

5. That the party of the first part shall, during his service under these presents, be entitled to earned leave as admissible to a Government servant under the Central Civil Services Leave Rules 1972 and half pay leave/Commuted leave as admissible to a temporary Government servant under the same rules plus casual leave as admissible under the rules adopted by the University.

6. If the party of the first part required to travel in the interest of the public service, he shall be entitled to travelling allowance and daily allowance on the scale provided for in the rules of the University for the time being in force and applicable in his case.

7. The party of the first part shall be eligible for any concession in relation to medical attendance and treatment that may be prescribed by the University for the class of officers serving in the same station to which the University may declare the party of the first part to correspond in status or conditions of service.

8. The party of the first part be entitled to Leave Travel Concession as per University rules as may be admissible to other officers of the same grade in the University.

9. In any matter in respect of which no provision has been made in this agreement, the provision of the University (Service Conduct) Rules of any rules made thereunder and any other rules made or deemed to be made under the Ordinance of the University shall apply to the extent to which they are applicable to the service here provided for and the decision of the University as their applicability shall be final.

In witness whereof, the party of the first part and the Registrar, North Eastern Hill University by the Order and direction of the Vice-Chancellor and on behalf of the University have hereunto set their hands the day and year first above written.

Sd/- Shri. Tarun Chandra Hazarika  
on the first part in the presence of:

1. Sd/- S.Chakraborty.
2. Sd/- Titus John.
3. Sd/- Junior Engineer(Civil).

Sd/- Shri.D.C.Pant.  
on behalf of the  
University on the  
second part in the  
presence of:

1. Sd/- John Khongwir.
2. Sd/- Mrs. A.Dkhar.
3. Sd/- N.Marwein.

Item No. 5                      ACADEMIC MATTERS :

5:1 - Statutes/Ordinances/Regulations -

- (i)                                      Amendment of Clause 4(i) of Statute 2(a) relating to the salary of the Vice-Chancellor -

The Executive Council vide its resolution No. EC: 63:88:5:01(i) resolved to approve amendment of Clause 4(i) of Statute 2(a) relating to the salary of the Vice-Chancellor as indicated below and the amendment has been submitted to the Visitor for his assent.

"4(i) There shall be paid to the Vice-Chancellor a salary of seven thousand six hundred rupees (fixed) per mensem and he shall be entitled without payment of rent to use a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence."

In the meantime a letter has been received from the Ministry in which suggestion was made that amendment may be made in such a way that salary of the Vice-Chancellor shall be paid as fixed by the Central Government/U.G.C. from time to time. The D.O. letter No.F.8-24/88-Desk (U) dated the 4th January, 1989 is at Annexure - A. Clause 4(i) of Statute 2(a) is, therefore, proposed to be amended as follows :-

" 4(i) There shall be paid to the Vice-Chancellor a salary as may be fixed by the Central Government/U.G.C. from time to time and he shall be entitled without payment of rent to use a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence."

The matter is placed for consideration of the Council.

Annexure 'A'

M.M.WADHWA  
UNDER SECRETARY

D.O. No.F.8-24/88-Desk (U)  
Government of India  
M/Human Resource Development  
Department of Education  
University Division  
New Delhi.

4th January, 1989

Dear Shri Pant,

Kindly refer to your D.O.No.F.15-3/REG/87-2453 dated 19th October, 1988 relating to amendment to sub-section 4 (i) of Statute 2(a) of the NEHU Act, 1973 regarding the revision of salary of the Vice-Chancellor.

While there may be no objection to the proposed amendment, it is for consideration whether to obviate the necessity of amending the Act as and when there is any revision of pay scale, the amendment proposed may be worded as "that the salary of Vice-Chancellor shall be on the basis of that fixed by the Central Government/UGC from time to time."

Further action will be taken on receipt of your reply.

With regards,

Yours sincerely,

Sd/-  
( M.M.WADHWA )

Shri D.C. Pant  
Registrar  
North Eastern Hill University  
Shillong.

- (ii) Amendment of Clause 3(i) of Ordinance OE.9 on Service Conditions of the Controller of Examinations.

The scale of pay of the Controller of Examinations has been revised from Rs. 4500-2500 to Rs. 4500-7300. Consequent upon the revision of the pay scale, it is proposed to amend Clause 3(i) of Ordinance OE-9 on the service conditions of the Controller of Examinations. The proposed amendment is placed at Annexure 'A'.

The matter is placed for consideration of the Council.

.....

Proposal on amendment of Clause 3(i) of Ordinance OE-9 on Service Conditions of the Controller of Examinations

Annexure - A

Existing Clause

The Controller of Examinations shall receive salary in the scale of Rs. ~~1500-60-1800-100-2000-12 1/2-~~ 2500 or such scale as may be decided by the Executive Council from time to time.

Proposed amendment

Substitute the scale of "~~Rs. 1500-60-1800-100-2000-12 1/2-~~ 2500" by the scale of Rs. ~~4500-150-5700-200-~~ 7300."

Clause after amendment

The Controller of Examinations shall receive salary in the scale of Rs. ~~4500-150-5700-200-~~ 7300 or such scale as may be decided by the Executive Council from time to time.

5.5.5.5.5

5:1:3:(1)

(iii) Amendment of Clause 3(i) of Ordinance  
OE.8 on the Terms and Conditions of  
Service of the Finance Officer .

The Government of India, consequent upon the recommendations of the fourth Pay Commission, revised the scale of pay of the Finance Officer from Rs. 1500-2500 to Rs. 4500 - 7300. It is therefore proposed to amend Clause 3(i) of Ordinance OE.8 on the terms and conditions of service of the Finance Officer.

The proposed amendment may be seen at Annexure 'A'.

The matter is placed for consideration of the Council.

.....

Proposal on amendment of Clause 3(i) of  
Ordinance OE-8 on the Terms and Conditions  
of Service of the Finance Officer

Existing Clause

The Finance Officer shall receive salary in the scale of Rs.1500-60-1800-100-2000-125/2-2500 or such scale as may be decided by the Executive Council from time to time.

Proposed amendment

substitute the scale of "Rs.1500-60-1800-100-2000-125/2-2500" by the scale of "Rs.4500-150-5700-200-7300."

Clause after amendment

The Finance Officer shall receive salary in the scale of Rs.4500-150-5700-200-7300 or such scale as may be decided by the Executive Council from time to time.

- (iv) Amendment of Clause 3(1) of Ordinance  
OE.2 on Service Conditions of the  
Registrar.

With the revision of the pay scale of the Registrar, it has become necessary to amend Clause 3(1) of the Ordinance OE.2 relating to the terms and conditions of service of the Registrar. The proposed amendment may be seen at Annexure 'A'.

The matter is placed for consideration of the Council.

.....

5:1:1(2)

Proposal on amendment of Clause 3(1) of the Ordinance OE.2 on the terms and conditions of service of the Registrar.

Annexure 'A'

Existing Clause

The Registrar shall receive salary in the scale of Rs. 1500-700-1800-100-2000.

Proposed amendment

substitute the scale of "Rs. 1500-700-1800-200" by the scale of "Rs. 4500-1500-5700-200-7300."

Clause after amendment

The Registrar shall receive salary in the scale of Rs. 4500-1500-5700-200-7300.

APPENDIX

Page 1 of 1

5:5:1 (1)

5:5 - Examination Matters - -

i) Panel of Examiners (Ph.D) - -

The panels of examiners for examining the Ph.D theses of the following candidates are put up before the Council for favour of its consideration and approval.

<u>Name of candidates</u>	<u>Departments</u>
1. C.J. George	English
2. M. Bhattacharjee	Chemistry
3. K.Kumar Wary	Bio-Chemistry
4. Arun.K.Yadav	Zoology
5. J. Chakravorty	Zoology
6. R. Prakasham	Bio-Chemistry.

## ii) Panel of Examiners (M.Phil)

The Panel of Examiners for examining the M.Phil dissertation of the following candidates are placed before the Executive Council for consideration.

<u>Name of candidates</u>	<u>Departments</u>
1. Ms. Kankana Bhattacharjee	Economics
2. Ms. Mayashree Borah	Economics.

.....  
5:8 - Others

5:8:1:1(1)

Interim Report of the Working Group  
on the Consolidation of Academic  
Programmes -

The Working Group consisting of Prof. A.P. Sinha,  
Prof. R.R. Mehrotra, Prof. A.L. Verma, Prof. R.R. Mishra and  
Prof. J.B. Bhattacharjee submitted an interim note dated  
24th December, 1988 on the Consolidation of Academic Programme  
in the University. The Interim Report at Annexure 'B' is placed  
for consideration of the Council. The letter dated 26th December,  
1988 of Prof. A.P. Sinha, Convener of the Working Group is also  
placed at Annexure 'A'.

.....

ANNEXURE-'A'

- (1) The working Group of the consolidation of Academic Programme .

December 26, 1988.

Dear Prof. R.K.Mishra,

On behalf of the Working Group it gives me great pleasure to present an Interim Note from the Working Group. This Note contains a number of action points, and the Working Group feels that these should be placed before the next meeting of the Executive Council, for its consideration and approval for necessary action.

As the Convenor of the Working Group it was my privilege to have had easy and constant access to your suggestions and advice, and support. I have greatly benefited by the Note given by you, and we have incorporated the substance of its in the Interim Note.

In view of the complicated set of issues involved, and the urgent nature of suggestions made in the Interim Note, the Working Group felt that it will be meaningful if the Convenor, on behalf of the Working Group is given the opportunity to present the Note personally before the Executive Council. This will avoid delay in the consideration and approval of the Executive Council, which may have to postponed pending some clarifications which the Executive Council may like to have.

With best regards,

Yours faithfully,

Sd/- Prof. R.K.Mishra,  
Vice-Chancellor,  
NEHU, Shillong.

Sd/- A.P.Sinha

ANNEXURE- 'B'

THE WORKING GROUP OF  
THE CONSOLIDATION OF ACADEMIC PROGRAMMES

INTERIM NOTE

December 24, 1988

Presented to the Executive  
Council for its meeting on  
Jan. 5, 1989. at Delhi.

-----  
THE CONSOLIDATION OF ACADEMIC PROGRAMMES.  
-----

-----  
An Interim Note from the Working Group  
-----

1. This is an INTERIM NOTE from the Working Group constituted by the Executive Council vide resolution numbers E.C. 61 88 5 08 (i) and E.C. 62 88 4(i) to suggest measures on "The Consolidation of Academic Programmes" at NEHU. This NOTE

- (i). Contains reference to some measures which need urgent attention, and
- (ii). As an Interim Note, this has been prepared for the earliest consideration of the Executive Council for discussion and approval.

The "Measures" to which attention is being drawn through this Interim Note are of vital importance, and due attention towards them will make a significant contribution in initiating the process of "consolidation of academic programmes" at NEHU. Careful and necessary action to attend to the measures included in this Note will involve a set of administrative and policy decisions, and their implementation.

2. The contents of this Note is based on the feedback the Working Group received through a series of interactions arranged with the Heads of Departments/Centres, and the Deans of Schools between December 12 and 17, at Shillong.

3. This Note as mentioned above, is an Interim Note, and has been prepared with a specific purpose, i.e., to draw the urgent attention of the Executive Council towards "measures" of vital importance, a few clarifications may be made about the Note -

- (i) As an Interim Note, this contains reference to some "measures" which are considered to be of vital importance and deserve urgent attention.

Contd/.../-

(ii) As an Interim Note for 'urgent attention' of the Executive Council in its forthcoming meeting, the Note comprises of two parts - Part I is in the format of an Action Paper, Part II includes background and other relevant discussions on the "measures referred to in Part I for 'action'.

(iii) As an Interim Note this should be treated as a part of the full Report to be submitted by the Working Group.

4. The Executive Council entrusted the Working Group with the responsibility "to review the academic programmes at NEHU" and 'to suggest measures for their consolidation'. The Working Group was given its Terms of Reference which comprised of eight Items, which made reference to

(a). Institutional Links. (Items 1,2, and 8). These were taken as reliable indicators to measure the social relevance of the academic programmes conducted from NEHU.

(b). The Management of Academic Affairs at NEHU. (Items 3,4,5, and 6).

(c). The Objectives of NEHU as defined in Section 4 of the Act. (Item 7). The concern was to evaluate the contribution from academic programmes of NEHU towards the operationalization of the Objectives.

5. Through its interaction with the Head of the Departments and the Deans of Schools, the Working Group realized that it may rearrange the above three into two broad categories -

- (1) Academic efforts/permits and
- (2) Infrastructural Facilities and Supports.

Contd/.../-

6. The importance of 'infrastructural facilities' for the conduct of normal routine work is more than obvious and accepted. There is an urgent need to attend to the "constraints" in respect of infrastructural facilities felt by the Campuses/Schools/Departments as these are adversely affecting ever the normal routine work of the campuses/schools/departments. In the meetings with Deans and the Heads there was a strong referencetowards these, and therefore in this Interim Note, reference to constraints in respect of Infrastructural facilities has been given precedence.

PART I

ACTION PAPER, "A"

(Infrastructural Facilities)

7. Infrastructural facilities, as we know, form one of the indispensable pre-requisites for effective conduct of my programme. The interactions with the Deans and the Heads brought to sharp focus some constraints in relation to 'infrastructural facilities' which demand urgent attention.

As an Interim Note, reference is included to only those "constraints" in respect of infrastructural facilities which are the minimum requirement for conduct of even the normal routine academic programmes of the Campuses/Schools/Departments-Centres. In other words, the Interim Note contains a short list of constraints in relation to infrastructural facilities without which even the normal routine academic programmes, like class room instruction and laboratory teaching, research training, etc. will remain severely impaired.

8. Four broad category of infrastructural facilities came to sharp focus for attention. They related to :-

Contd/.../-

- (1) Space,
- (2) Secretarial Services,
- (3) Administrative Coordination and Support, and
- (4) Other Supporting Facilities.

9. Further break-up in relation to each of these is as follows -

(1) Space.

(a) Adequacy.

- (i) Unplanned Expansion of Academic Programmes,
- (ii) Oressure on account of the growth of the departments over the years.
- (iii) Delay in shifting to permanent campus.

(b) Maintenance and routine services.

(c) Shifting to (construction of) Permanent Campus,

(i) A firm and realistic Calender,

(ii) Comprehensive and careful planning.

(2) Secretarial Service

(a) Adequacy - review of norms relating to secretarial staff approved for Departments/Centres.

(b) Efficiency of the Secretarial staff to handle work of academic Departments/Centres.

(3) Administrative Coordination and Support.

(a) Decentralization of administrative/financial powers between the three tiers of academic units, viz., the Campuses/Schools/Departments-Centres.

(b) Effective coordination between

(i) the three campuses,

(ii) The Schools/Departments-Centres and the central administration.

(4) Other Supporting Facilities.

- (a) Power,
- (b) Water,
- (c) Maintenance of Equipments,
- (d) Inter-Departmental/Departmental Library,
- (e) Canteen.

9. SPACE-Adequacy. The Problem of available space, its inadequacy, is now acute at each of the three Campuses. NEHU is now nearly fifteen year old, and the envisaged plan of locating the University campuses in its permanent site has not taken any visible shape so far. The problem due to inadequate space has seriously impaired the routine academic work of the Departments/Centres at each of the three campuses. While at Shillong campus the mounting crisis of space has reached a point where (a) most of the Departments/Centres are finding difficulty in even conducting their normal programmes of class-room teaching and laboratory work; at the Kohima and the Aizawl campuses the acute problem of inadequate space available to the Departments there has not permitted them to assume even a viable shape so as to be enable them to start their normal work.

10. The acute problem of space as felt by the Departments/Centres at the Shillong campus has come through two main reasons, one of them is :

(a) Unplanned expansion of academic programmes by the University without making necessary arrangement for space. This is the experience of the Departments located at both the Mayurbhanj and the Bijni complexes. Over a period of time, there has been gradual increase in the number of new Departments/ Centres created by the University, through decisions of the Academic Council/Executive Council, without taking due care of the need of space by these Departments. As a result of this unplanned multiplication in academic activities, the space originally available to the earlier Departments has been encroached upon.

As a result, NEHU today has come to be an ACADEMIC SLUM. This needs to be checked.

Contd/.../-

ACTION 1. There should be complete moratorium on the starting of new Departments/Centres, till adequate arrangement for space for them cannot be made. This arrangement should invariably be made now in the new campus.

ACTION 2. Strict discipline should be enforced on the construction work in progress at Mayurbhanj and Bijni complexes, for the Departments in the Schools of Life Sciences and the Physical Sciences. Their progress has been very tardy and erratic.

ACTION 3. The CIEFL, located in Mayurbahanj, in one of wings meant for teaching Department, should be shifted. The University resort to the status quoante by finding a rented building for them, or shift them to the new campus. The space released by the CIEFL should be given to the Department of English, thereby providing space to the Central Library to utilize it.

ACTION 4. Urgent attention to shift the Departments to the permanent campus. This requires attention on two points.

(1) Prepare a realistic and firm calender of shifting the Departments/Centres, to the new campus, and

(2) To tide over the present crisis of space, the Centres, like those located in the Mayurbhanj and Bijni complexes, the Institute of Biophysics, and the Departments of Khasi, Geography, Mathematics, which do not have very intimate close-programmes with other Departments should be shifted to the new Campus. The constructed available space should be utilized.

(2) (a) Irregular and sundry use of constructed buildings, like the RUAB quarters, etc. for syorage should be stopped, and in these space should be utilized for the time being for acomodating the Centres/Departments to be shifted from the Mayurbhanj/Bijni. Decision on shifting should be mandotory. In this connection we may recollect the location of the Department of Education and the Central School in such accommodation.

ACTION 5. Construction programmes at the two outlying campuses should be given top priority. A first calendar in respect of this should be prepared, and this should be observed with strict discipline.

11. The other reason for the present acute pressure of space is (b) due to, on the one hand, over the years, the faculty strength and student strength of the Departments has risen, but on the other hand there has not been a proportionate increase in the space at their disposal. In brief, over the years while the requirement for space has increased, there not been any increase in the space available to them.

ACTION 6. To tide over the crisis of this order, as a temporary measure, besides

- (a) The arrangement to shift some of the Centres/Departments to the permanent campus, housing them in the buildings presently available,
- (b) It is necessary to enforce a strict discipline on the construction programme of the two buildings in the Mayurbhanj and Bijni complexes for the departments in the Schools of life Sciences, and the Physical Sciences.

11. SPACE-MAINTENANCE. Periodical routine maintenance of the buildings, like (a) repair of wooden, electrical fittings, white-washing, etc., and (b) regular water supply, cleanliness of toilets, etc. are something which cannot be neglected. At first look they may appear to be rather mundane and not directly linked with all that goes under the label of 'academics', but in the real life implication each of these have a direct bearing on efficient conduct of academic works. They need urgent attention.

ACTION 7. In respect of the precepts used by the Departments/Centres, the following need to be attended to effectively and efficiently :

- (i) Water supply to the departments, and cleanliness of the toilets and the area in use by the Department/Centre.
- (ii) Repair of the wooden, electrical and other fittings.
- (iii) Repair of furnitures, and necessary arrangement to remove furniture not fit for use.

ACTION 8. There are some Departments/Centres which do not have any proper arrangement for toilets. This needs to be attended to.

ACTION 9. Over the years, the Departments/Centres have added lots of furniture unfit for use. These lie dumped in one of the rooms of the Department/Centre, as a result there is added pressure on the existing crisis of space. Some arrangement should be made, either , to shift such furniture away from the Department/Centre, or regular repair should be attended to.

12. SPACE - Shifting to permanent campus. The construction of permanent campuses for Shillong, Kohima and Aizawl is long standing. The delay in this is bringing considerable inconvenience and is adversely affecting the academic programmes of the Departments/Centres. This has to be urgently attended to. This requires attention in relation to :

- (i). A calendar for shifting the Departments/Centres to their permanent space, and
- (ii). Careful planning in regard to the space to be made available to the Departments/Centres.

A site plan and other architectural preliminaries in regard to the construction for the permanent campus were completed as early as 1978-79, and again in 1981 a calendar for shifting the Department/Centres to the new campus was made, but no progress in this regard has so far been made. This needs to be attended to immediately. The situation in regard to the Kohima and Aizawl campus is much more critical. This too has to be attended to on a high priority basis.

Contd/.../-

Many of the Departments at Shillong Campus feel concerned about the total area earmarked for them in the permanent construction, and plan of the space. There is great apprehension that (a) there is considerable confusion about the plan to be followed for construction, and (b) within this no provision has been made to take care of their needs of space as at today. As an example, in the new plan the Department of Botany will be provided with ten laboratory size rooms. On distribution to M.Sc. labs, Store, and instrumentation room, they will be left with only five laboratories, which will be much less than the total number of research laboratories they have at present. In other words, by shifting to the new campus, there will be some Departments, like those in the School of Life Sciences which will have accommodation less than what they have at present. Due care has to be taken to avoid any such situation.

ACTION 10. A firm and realistic calendary to shift the Departments/Centres to the permanent campus.

ACTION 11. The Departments/Centres should be consulted before the plan for the accomodation for them in the new site is finalized.

13. Besides the measures suggested above, it is also suggested that there should be restructuring.

(a). In the responsibilities of the Building and Estate Department of the University, and

(b). The Building and House Allotment Committees.

ACTION 12. The Building and Estate Department should comprise of three Sections -

(a) (i) The Maintenance Section for

(a). Residential Buildings,

(b). Administrative and Hostel Buildings, and

(c). Academic Complex.

Contd/.../-

(ii). Construction Section, and

(iii). Purchase and Stores.

ACTION 13. The present Building and House Alltment Committee (two) should be accordingly restructured. In the apex body there should be greater representation of the faculty, and this body should be headed also by a senior member of the faculty. This will ensure due attention and reflection of the needs of the faculty.

14. The construction programmes at the two outlying campuses, and needs of accomodation of the Departments in these two Centres needs very urgent attention. The Working Group will submit a comprehensive report on this and also make recommendation measures after it has visited these two campuses after the winter vacations.

15. SECRETARIAL SERVICES. The academic programmes of NEHU, as we know, is conducted through the three campuses, eight schools, and about thirty-two Departments (this excludes those attached to the School of Agriculture and Rural Development, and about eight Centres, besides the Institute of Bio-physics and SOS. There are prescribed norms on basis of which secretarial staff is attached with each of these. It is expected that the secretarial staff attached to each of these Departments/Centres will help in (i) routine administrative work, and (ii) the teaching and other academic programmes of the Department/Centre. The Schools, Department/Centres, and so also the secretariate attached to the PVC's in the two outlying campuses are facing a number of problems. These need to be attended to, as otherwise many normal academic work gets delayed or otherwise disturbed.

The problems in respect of Secretarial Staff are mainly two: (i) provision of adequate staff, and (ii) the efficiency of the staff to be able handle work to the academic departments. Both of these require brief explanation. The norms in respect of the secretarial staff to be provided to the School and the Department/Centres were fixed quite sometime back. Over the years, the Departments/Centres have grown in size, both in terms of the faculty

Contd/.../-

strength as well in regard to student strength. To cope with the increased work, there is need now to review and revise the norms in respect of the secretarial staff to be provided to the School and Departments/Centres.

The efficiency of the secretarial staff attached to the academic department is another area which requires attention. There is a marked difference in the nature of the job which the UD/LD or the steno-typist have to handle in the Departments/Centres in comparison to the work which they have to do for the administration.

16. The secretarial staff provided to the office of the Dean also needs to be reviewed. In this connection there are two areas which require attention : (i) adequate staff in the Deans office, and (ii) to ensure efficiency and speedy decision on routine matters, decentralization of administrative and financial powers to the School.

ACTION 14. To dispose off routine administrative and financial matters, there should be one Assistant Registration in the charge of the office of each School. He should be entrusted with,

- (i). Regulate discipline of attendance of secretarial staff posted in the Depts/Centres in the School. Daily morning by 10.30 a.m. the attendance register from each of the Departments should reach him, and similarly they should reach him by 4 p.m. daily
- (ii). There should be arrangement for leave reserve of clerks and typists, and there should relaxation in the present norm according to which a substitute is provided only if an office staff proceeds on more than 45 days of leave at a stretch.
- (iii). with the office of the Dean a Section Officer from the finance department should be posted. Routine bills for expenditures within the approved

allotment should be scrutinized and passed by this officer, which should be considered sufficient for making the payments.

ACTION 15. When posting a UD/LD or steno-typist to a Department, it should be ensured the incumbent is proficient enough to handle work of the academic departments, which as mentioned earlier, is paptently different from the work normally done in the administrative departments. To ensure this, due care should be taken that newly appointed staff should not be posted to the academic departments.

ACTION 15 (a). Periodical training courses for the secretarial staff should be organized.

ACTION 15 (b). One of the secretarial staff posted to a department should be declared as In-charge of the Office. At the time of posting them to the Department/Centre there should be an official notification about this.

17. Besides the routine administrative work in a Department/Centre is considerable academic work coming from the faculty members and which relates to teaching and/or research. Facility for this should be made available to the faculty. The present notion that the secretarial staff is to handle the work of the Head of the Department/Centre should be dispelled.

ACTION 16. The Department should take care of the typing work of the faculty members. This should be considered as the obligation of the Department/Centre. To cope with this, (a) necessary additional hands should be provided, and (b) the department/centre may maintain a log book on which will be entered the work received and completed. This may periodically reviewed to assess the need of the department/centre.

Contd/.../-

18. The need of the office of the Dean of the School of Social Sciences in regard to secretarial staff needs special attention. Between the different Schools at Shillong Campus this is the biggest. While on the one hand there are Schools with only one Department, on the other hand is this School with nearly ten departments. Despite this difference, there is no difference in the staff strength approved to the different Schools. This needs to be attended to.

ACTION 17. In view of the large size of the School of Social Sciences, the office of the Dean should be provided with additional hands.

19. Stationery. This is an important item in the infrastructural facility essential for academic work. The norms in regard to supp of this, and also the procedure for its supply needs to be streamlined.

ACTION 19. There should be a decentralization of the distribution of stationery. It should be entrusted to the office of the Dean, after it has been provided with an Assistant Registrar.

Contd/.../-

ACTION 20. Every member of the faculty should be provided with the necessary stationery for his teaching and research work.

20. ADMINISTRATIVE COORDINATION AND SUPPORT. There is need to facilitate prompt dealing with routine administrative and financial matters relating to the Departments/Centres in the three campuses. The problems in relation to this are of rather acute nature in regard to the two outlying campuses. There is need for decentralization of routine financial and administrative power to the schools, Departments/Centres, and the two outlying campuses.

ACTION 21. Expenditure made within the approved budget provision to a Department/Centre, in regard to laboratory, equipments, etc., should be on the authority of the Head of the Department /Centre. Once the bill has been approved by him, and scrutinized by the Assistant Registrar attached to the office of the Dean, payment to the bill should be made by the university.

ACTION 21(a). There should be periodical meeting at the level of the school to review the payment of bills, approval of expenditures, etc.

ACTION 21(b). In the beginning of each academic session, the Department/Centre should be informed about the budget for expenditure in relation to routine purchases of laboratory stores and equipments, approved to it. This in no case should remain undecided for a long period.

ACTION 22. In regard to the two outlying Campuses

(a) There should be a fair amount of decentralization of financial and administrative powers. In many respects they should be allowed to function with fair degree of autonomy. This should be in regard to dealing with routine financial matters, within the approved budget, and making appointments etc. for non-teaching posts. The autonomy notwithstanding, the prescribed norms in regard to decisions will have to be followed.

b) There is an urgent need to make effective coordination and communication between the administrative at the two outlying campuses and the central administration at Shillong. The first step towards providing this should be to create a cell at the headquarters which will deal exclusively with matters relating to the Kohima and Aizawl campuses. A Deputy Registrar may be put in the charge of this cell.

22. OTHER SUPPORTING FACILITIES. Besides space secretarial services, there are some other infrastructural facilities which are of no less vital importance to facilitate academic programmes. The Heads made sharp reference to the following five - (i) power supply, (ii) maintenance of equipments, (iii) water supply, (iv) inter-Departmental and departmental library, and (v) canteen.

23. POWER. In respect of power (electricity), there are two main types of problems, (i) regular supply of power, and (ii) the maintenance and replacement of equipments. Regular supply of power is of vital importance for the laboratories in the Departments which have laboratories. Besides this, erratic and irregular supply of power brings great inconvenience as light and heating arrangements get disturbed.

ACTION 23. There can be two possible arrangements to ensure regular power supply to the departments, at least to ensure that work in the laboratories is not disturbed. One of the possible arrangements is to install stand-by generators at the Mayurbhanj and Bijni complexes which can supply power for the laboratories, or, to get a 'hot-line' connection from MSEB. It is learnt that some negotiations were made with the MSEB, and they had given a positive response. This can be pursued.

24. Water. This is yet another essential commodity the supply of which to the Departments has been very erratic, bringing not only inconvenience as such, but also seriously disturbing normal work in the laboratories.

ACTION 24. Effective measures to streamline water supply should be made. It should be the burden duty/responsibility of the Departments to ensure regular water supply to the Departments. Their duty should not only

be confined to the technical responsibility, i.e., to supply water, but also managerial, they will need to evolve an arrangement which will monitor the supply of water to the Departments. The Departments should not be expected to report for "non-supply" of water.

Water is a very important component for laboratory work, hence its importance should be appreciated in this context. Moreover, in the absence of proper water supply, the urinals stink.

25. Library. This is an indispensable element in academic work. This is more than obvious. The two outlying campuses have their respective libraries. Besides this, at the Bijni complex there is an inter-departmental library used by the Departments of physics, Chemistry and Mathematics. The purchase of books and management of the libraries is centrally managed by the Central Library. This has led to many serious difficulties. There is need for decentralization.

ACTION 25(a). The routine administrative control over the staff in these libraries, viz., the libraries at Kohima and Aizawl campus, and the interdepartmental library at Bijni, should be given to the PVS's and Deans respectively.

ACTION 25(b). There is need for decentralization the procedure of procurement of books for the two outlying campuses. It should be delinked with the procurement from the Central Library at Shillong.

26. The Working Group was made these suggestions on some of the immediate problems. It will review this aspect more thoroughly after it resumes work after the Winter vacations, and submit a more comprehensive report, with suggestions.

27. Equipments. Over the years the Departments/Centres have acquired a variety of sophisticated equipments, like reprographic machines, stabilizers, and other electric and electronic equipments. At present the maintenance and repair of common equipments has to be handled by the Departments by making their own arrangements. This arrangement is time consuming and expensive.

ACTION 26. A cell for maintenance of common electrical and electronic equipments and typewriters may be created. This could form part of the U.I.C.

28. Canteen. In the face of it, canteen may not appear to have any sort of direct bearing or 'consolidation of academic programmes'. On a close and realistic look it will not be difficult to realize that there is a direct bearing of food on academic work. This correspondence becomes of more vital importance when we take our attention to the food-taking habit of the people of the region. As we know the people in this region take their principal meal of the forenoon, very early, around 8 a.m. A majority of these are the students who reside in the Hostels. There is need to make proper and effective arrangement for supply of food and snacks for the faculty and students, and also the other staff. The present arrangement needs to be streamlined. The University will have to recognize its obligation in this regard. This requires

ACTION 27. Provide properly furnished Canteen at the Mayurbhanj and Bijni complex, and at the Administrative Building. The canteen at Bijni urgently needs some furniture.

ACTION 28. Construction of proper canteen sheds at Mayurbhanj and the Administrative Building. At Mayurbhanj it can be made in the open space between the Departments of History and philosophy. The present arrangement is very inconvenient and inadequate also. The summer-house sheds are too small, moreover, the arrangement of the kitchen being away from the heating sheds brings lots of inconvenience. The arrangement of catering needs improvement.

ACTION 30. The quality as well as the prices of the food supplied by the kitchen will need to be regulated. (a) There should be ensured arrangement for supply of standard and wholesome snacks and meals, and (b) the prices should be subsidized. One of the possible arrangements could to have a Central Kitchen which may prepare and supply the common items of snacks and meals to the three canteens at Bijni, Mayurbhanj, and the Administrative Building.

Contd.....

ACTION PLAN "A"(ACADEMIC PROGRAMMES)

29. In this section we take our attention to "academic programmes", which forms the core of the pursuits of a university. In the previous section we focused attention to one of the essential pre-requisites, the infrastructural facilities supports. In its interaction with the Heads and the Deans, strong concern was shown about the "academic programmes" from NEHU. The Heads and Deans made reference to a wide range of aspects relating to "academic programmes" at NEHU which need attention as part of the exercise of "consolidation". The areas by them referred to three broad areas - (1) Manpower, (2) Structural Arrangements, and (3) the Objectives of NEHU. This order is intentional as it reflects the broad sequence and the degree of emphasis with which the Head and the Deans expressed their range of concerns.

30. In respect of each of these three, namely, manpower, structural arrangements, and objectives of NEHU, the Working Group had been able to identify major areas which will need critical attention. The major areas in respect of these three are -

1. MANPOWER.

- (a). Approved
  - (i). Interference with this.
  - (ii). The question of optimum limit.

- (b). Areas of "specializations" with reference to the Departments, and planning in respect to this.

2. STRUCTURAL ARRANGEMENTS.

- (a). The two outlying Campuses, the strengthening of the Departments there.

- (b). The re-organization of
  - (i) The Schools; and
  - (ii) The Centres.

- (c). Interlinking programmes
  - (i) Across the campuses, and
  - (ii) Within the Campuses.

3. THE OBJECTIVES OF NEHU.

- (a). Section 4 of NEHU Act and the operational implications in relation to this.

- (b). Proposals from the Departments/Centres as made for the 6th and the 7th Plan periods.
- (c). NEHU and the implications of the UGC norms in respects of student-teacher ration for a University.

31. Before proceeding to suggest measures in respect of the organization and the conduct of 'academic pursuits' at NEHU, there is one clarification which needs to be made in the outset. This relates to the nature of the "measures" which the Working Group make with reference to 'the organization and the conduct of academic pursuits' through this Interim Note. The Working Group will have to be cautious. The need for the 'caution' is obvious.

In the preceding section which focused attention on certain essential pre-requisites in relation to the conduct of academic pursuits in a university system, through Action Paper "A" the Working Group was in a safe position to make a set of concrete suggestions and list specific action points. It is advisable for the Working Group not to venture any 'concrete suggestions' through this Interim Report in respect of the conduct and organization of academics (at NEHU) as such. It was possible for the Working Group to make concrete suggestion in relation to infrastructural facilities as these have a more or less standardized, stereotyped character universal to all university systems. The conduct and organization to academic pursuits represents a fact of a university system the character and content of which is defined by a series of contextual considerations. The Working Group will be in a position to make concrete suggestions therefore only through the Final Report which will be based on critical review and comprehensive debate on the outlines and context of 'effective and purposive academics' from NEHU.

The suggestions in this section are in the form of gross outlines of those aspects of the conduct and organization of academic pursuits at NEHU, which through the experience of fifteen years of academic from NEHU have now emerged as areas which demand urgent attention.

For the sake of emphasis and ready reference it may be mentioned that the areas included in the section have been presented for the Executive Council to note that in any exercise towards 'consolidation' will require careful and sustained-consistent attention to each of these areas.

32. MANPOWER. This refers to faculty positions. This is one area which is now wrapped with considerable confusion. There is strong belief that on account of the confusion involving 'faculty positions' the growth of academic programmes at NEHU has been adversely affected, it has seriously suffered.

33. MANPOWER approved. There is considerable confusion on the question of total faculty positions approved for a Department/Centre. At the time of inception, i.e., during the 5th plan period, each Department was approved a uniform pattern of staff strength - one Professor, four Readers and Four Lecturers, total nine faculty positions. An exception was made for the Department of Sociology and Anthropology, as it was approved ten faculty positions, by giving it one additional position of Professor (total two). This was in view of the fact that it was a 'combined' department. Under the 6th Plan proposals, each department/centre was approved faculty positions, in addition to the strength as held during the 5th Plan period. In the 7th Plan period there appears to be considerable confusion about the total faculty positions for each Department/centre. A variety of interpretations are presented, each at variance to the other. Uncertainty of this nature inhibits the Departments/Centre in many respects, it leads to a complex variety of misinterpretations. This is one area which demands priority attention.

ACTION 31. The total faculty positions approved for a Department/Centre (a) Needs to be clarified, and (b) to be communicated to the Department/Centre concerned and the administration (Establishment Section).

34. Much of the confusion in regard to the approved faculty positions for a Department/Centre, it appears, has come through two sources, (i) introducing new academic programmes without making arrangement for approved faculty positions for this programme, and thus, (ii) diverting approved faculty positions other Department/Centres to sustain the new programmes.

**ACTION 32:** The diversions of faculty positions should be completely stopped, and no new academic programme should be undertaken till approval for faculty positions has not been received, and also that no expansion in the academic programmes of the Department/Centre should be initiated till faculty position for this has not been approved.

**35. Faculty positions and 'specializations'.** In regard to the question of 'specializations' and the academic programmes of a Department/Centre, there are two situations which demand careful and committed attention. Both the situations relate to 'interference' with the areas of specializations and recruitment for faculty positions. One of the situations it appears has come through a misplaced planning over the year by the department itself, as a result there are Departments/Centres which have disbalance in the areas of specializations and the faculty for each. Any such disbalance has to be avoided, and immediate remedial measures will have to be taken to rectify the disbalance.

The notion of 'specialization' in this context refers to those 'broad areas', which by classical definitions are considered as the main components of the discipline.

**ACTION 33.** A review of the faculty positions with a Department and their distribution with reference to the broad areas of specializations, and on basis of this a re-interpretation of the faculty needs of the Department.

**36.** The other situation of confusion with reference to 'specializations' arises when there is a discrepancy between the way the 'specializations' are reflected in the advertisements and the approved structure of the specializations and the requirements of the Department/Centre. of late, this is one situation which has led to considerable confusion and adversely affected the academic growth of a Department.

**ACTION 34.** Every care should be taken when making any advertisement for faculty positions, and a fool proof method should be adopted to ensure that the Department/Centre has been consulted before making any advertisement. At later stages, in the recruitment process, there should not be any form of interference with this.

**37.** The Working Group in its final report will comprehensive review of the aetiology and process/sequence of the disbalance in many of the Department/Centres, and also the confusions in regard to approved faculty positions.

This is one area which demands very serious attention.

**38. STRUCTURAL ARRANGEMENTS.** NEHU conducts its academic pursuits through a set of hierarchical organizations. The University comprises of three campuses, territorially which are located at four places. The basic unit of academic programmes are the Departments which are organized in a cluster in terms of Schools. NEHU has a number of centres, and a fair amount of exercise was undertaken when defining their role in the University system and the conduct and organization of the academic programmes.

Between the Universities in India, NEHU is the only University which has more than one campus, each located in distantly separated locations. This was done with a purpose, to carry the facilities of higher education nearer to those for whom this University was established. The allotment of Departments to each of the three campus was also done with well defined understanding. It was felt that each of the two outlying campus will have (a) basic departments for some of the core disciplines, (b) department on some specialized disciplines, the location of which in a campus will mark the campus as 'specializing' in a particular discipline. While the Departments of Geology, Commerce, Management were allotted to the Kohima campus, The Departments of Psychology, Public Administration, and the Centre for Education Technology were allotted to Aizawl Campus.

A number of Centres have been established at NEHU. Each of these are expected to conduct a segment of academic programmes. In terms of their academic programmes, the Centre, it was defined, will 'cut across Departments and Schools' and will be 'partly research and partly service oriented' to 'conduct service-cum-academic or co-curriculum programmes'. In terms of their administrative status, they will be attached to a School.

At NEHU today, the "state of affairs" in relation to a academic programmes in the Departments located in the two outlying campuses, and also of the different Centres irrespective of their place of location, is far from satisfactory. It is common knowledge that the Departments in the outlying campuses have yet to assume a viable shape, the basic function of teaching through these departments is far from satisfactory. There is equal concern about the 'state of affairs' in relation to the Centres.

ACTION 35. There is urgent need to attend to consolidation and strengthening of academic programmes of the Departments located in the two outlying campus. Detailed suggestions of 'measures' in this respect will be presented through the final Report.

Two specific suggestions can however be safely made now.

ACTION 35 (A). At the headquarters, to ensure (a) speedy disposal, as well as (b) to monitor progress at each of the two outlying campuses, there should be a separate cell for Kohima and Aizawl campuses. This cell should be in the charge of a Deputy Registrar

ACTION 35(b). Each of the campus, specially the two out-lying campuses should be given considerable autonomy in respect of financial and administrative matters. Details in relation to modalities for this will be presented in the final report.

39. Re-Organisations of Centres. The Centres, for their academic purposes may "cut across Departments and Schools" as "the Centres will be partly research and partly service oriented and they will conduct service-cum-academic or co-curriculum programmes," but for their administrative matters they will be part of a School of Studies. Over the years there has been a phenomenal multiplication in the number of Centres, and there is a growing feeling that there is need now to make a critical and comprehensive review of (a) the identity vis-a-vis the responsibility entrusted to a Centre, and (b) the present structural arrangement of affiliating them with different Schools. In the face of it, there appears to be considerable overlap in many cases or in the programmes handled by more than one Centre. A rationalisation in respect of this will have to be brought.

ACTION 36. Structural re-organisation of the identity and programmes of the Centres and their affiliation with Schools will have to be rationalised.

The Working Group will present a comprehensive report on this later.

40. There is one aspect in relation to the Centres which need urgent attention, and the Executive Council can initiate action on this. The Centres which are expected to "be partly service oriented", when starting a Centre no provision is made for financial resources to be placed at the disposal of the Centre for this.

ACTION 37. When starting a Centre necessary provision of finance for its programmes should be made by the University.

ACTION 37(a): Immediate arrangement should be made to place financial resources at the disposal of the Centres. Each Centre should be provided with " money" for its programmes. This should be besides the routine budget allotment.

41. Re-organisation of Schools. The notion "School" is based on a well prepared interpretation of conduct and organisation of academics within the University system. In the context of a University system each school is expected to concentrate and integrate attention on a defined segment of phenomena/human affairs. The experience from NEHU suggests that there is need for rationalisation of the structure of the different Schools. Two considerations will have to guide the exercise of rationalisation. (1) A balance in the size of the different Schools.

At present, at NEHU, while on the one hand there is a School which comprises of more than ten Departments, while on the other end are Schools which have only one or two Departments. This disbalance gives rise to a number logistic, academic and administrative problems.

2. There is another reason for exercise towards rationalisation in the size and composition of the Schools. The view that "the objective of a University should be to impart knowledge on the strength of scholarship, experimentation and extensions exercises" from Dr R.K. Mishra, Vice-Chancellor, NEHU suggests the basis for rationalisation in the structure of the Schools at NEHU. The new knowledge gained through 'experimentation and extension exercises' suggest that the classical categorisations of 'physical sciences', 'life sciences', 'social sciences', 'environmental sciences', 'languages', 'education' and 'agriculture' will have to be drastically revised. One of the suggestions in regard to the re-grouping of Schools, as made by Dr R.K. Mishra, the Vice-Chancellor, is to re-organise them in terms of the Schools of (i) physical sciences, (ii) material sciences, (iii) the life sciences, (iv) environmental sciences, (v) science of government, (vi) arts, (vii) management, (viii) languages, (ix) humanity, (x) education and (xi) information sciences, including (xii) an Institute of Self-Organising and Bio-Physics.

It may be mentioned in this continuation that at NEHU, ever since 1984, exercises on the restructuring of the Schools have been attempted. On a number of occasions these were discussed in the Academic Council also. It is high time now that attention towards this is revived and some conclusive decisions arrived. In its Final Report the Working Group will present a comprehensive summary of the different suggestions, including those from Dr R.K. Mishra, the Vice-Chancellor.

ACTION 38. A restructuring of the Schools will have to be made. The disbalance due to uneven size of the Schools will have to be removed, moreover, the new scheme of schools should reflect units of knowledge integrated around a well defined and functional segment of human affairs. The key words in the exercise of re-grouping the schools will have to be (i) units of knowledge, (ii) functional segments of human affairs, (iii) integration to facilitate creation of new knowledge.

42. Interlinking of academic programmes. This is yet another area which demands urgent and sustained attention at two levels, one, across the campuses between departments of the same subject, and two, within each campus, across different disciplines. There are a number of subjects which have departments in each of the three campuses, or in at least two campuses. There is need to build strong interlinks between such departments. The interlink has to be in terms of academic

exchanges in different possible ways. This for the departments in the two outlying campuses have existed more or less in isolation, disconnected from the Department of the same subject, located at Shillong. This has severely affected the growth as well as the content of the academics from the Departments in the outlying campuses. The Departments of English, Education, Economics, and now, History, will have to give great attention to this. The working Group will try to present a working plan on this.

ACTION 39. An effective system to link the academic as well as the administrative affairs of Departments of same subject but located in different campuses, will need to be developed.

43. Academic interlink between departments located in the same campus is another area which will need to be attended to more effectively. At NEHU there has been a strong tradition of such academic interlinks. The experiences in relation to this will need to be reviewed, and effective measures to reinforce this will have to be formulated.

44. THE OBJECTIVES OF NEHU. As mentioned earlier, between the Universities in India, NEHU is perhaps the only University which has been given well defined objectives to guide its academic programmes. Within its fifteen years of existence, while the first five years were devoted to "rise up" by establishing teaching departments, by the middle of the 6th Five Year Plan period, attention was taken towards "building the academic programmes" of NEHU in tune with the objectives of the University. The Department of Botany had from its inception born this in mind and concentrated its main attention on 'forest ecology' which reflected direct correspondence with the needs of the region. The Departments of History and Political Science also developed courses which were region specific. The Department of Chemistry was trying to balance its attention between natural products and synthetic products.

By the middle of the 6th plan period, focused attention on

the region of re-orienting the academics from NEHU with special reference to the objectives of the University started receiving attention. Exercise was made to work out the operational implications of this in terms of academic programmes.

It was soon realized that the major slant of the objectives as defined in Section 4 refer to socio-economic programmes, and hence the major share of responsibility in operationalizing the objectives of the University will be on the Departments in the School of Social Sciences, the School of Education, and the School of Environmental Sciences. The operational implications of this were worked out, and each department in these Schools was suggested to identify its 'thrust area'. The understanding in this respect was that the combination of the 'thrust areas' to be identified by the different Departments will reflect the operational dimensions of the Objectives.

The second stage of the exercise was undertaken by the respective Departments which reorganized their course programmes as well as their research in terms of the 'thrust area' identified by the Department. The Head of the Departments have brought to notice one difficulty faced by their Department in furthering their academic programmes with reference to the thrust areas.

They recollect, this exercise involved for the most part the Departments in the School of Social Sciences and Education. One of the problems by these Departments is that of financial resources to promote region specific academic programmes.

ACTION 40. The University should make substantial provision for financial resources to be placed at the disposal of the Departments to pursue region specific academic programmes.

45. The proposals made by the Departments for the 6th and 7th Five Year Plans clearly reflect the concern by each of them in respect of their contribution towards fulfilling the objectives of the University as laid in Section 4. A real problem is being faced by each of the Department/Centre when they are completely ignorant about the face of the proposals made by them for the 7th plan period.

ACTION 41. The exact position of the proposals made by the Departments/Centres for the 7th Plan period should be communicated to the Departments/Centres. The uncertainty has led to a variety of problems, academic, administrative, and human.

The Executive Council should make its statement on this, joining the faculty in their concern about the uncertainty by making a clear statement that the UGC has so far not intimated the fate of the proposals made by NEHU and its Departments for the 7th Plan period.

45. Student- teacher ration, and the norms of UGC. This is a situation which has brought pressure of an unusual nature of the Departments of the School of Social Sciences. The UGC has prescribed a set of norms to guide approval of faculty positions to a University. One of the main considerations in this regard is the student- teacher ratio. Every thing in relation to higher education for the north-east has to be evaluated with a different set of norms. When the UGC insists on observing the norms on student teacher ratio before approving faculty positions, much of the pressure comes on the Departments in the School of Social Sciences which are compelled to increase their student intake. This sort of pressure is of no avail for the Departments in the Schools of Life Sciences and Physical Sciences for two reasons. Firstly, any increase in the intake of students will involve proportionate hike in the capital and recurring expenditure on laboratories. Secondly and more importantly, the flow of students from this region to subjects in the Schools of Physical Sciences and Life Sciences is very low, and this cannot be augmented by mechanically increasing the defined intake for the department.

Contd/..../-

ACTION 42. When approving faculty position for North-Eastern Hill University, the University Grants Commission will have to apply realistic norms, which need be based on the special experiences of North-Eastern Hill University.

47. This Interim Note from the Working Group entrusted with the responsibility to suggest measures for "consolidations of academic programmes" comprises of two Sections, Action Paper 'A' and Action Paper 'B' dealing with 'infrastructural facilities' and 'academic programmes' respectively. In this Note a number of concrete suggestions have been made, and they are placed before the Executive Council for decision to initiate action on them. Besides the inventory of concrete suggestions referring to specific action points, in this Interim Note there are a number of areas which demand urgent attention, but the Working Group has been able to present the 'gross outlines' of these areas. This is placed before the Executive Council for its information. Comprehensive suggestions on this will be presented in the final Report.

In the end, for the sake of ready attention and emphasis it may be mentioned that the Executive Council may give its full attention to the action points included in Action Paper 'A' which is on infra-structural facilities. There is a special reason for insisting on this. The meeting of the Working Group with the Heads and the Deans has aroused considerable expectation from them. They expect that the Working Group constituted by the Executive Council will be able to put its weight to hold urgent attention to matters relating to infra-structural facilities. If this expectation of the faculty is not without any further delay, and due action on this is not initiated, the credibility of the Working Group will be at stake. The reason for this is obvious. The faculty will dismiss the efforts of the Working Group as yet another exercise in futility when matters of vital importance and urgent nature are 'consigned' to a committee, only for the doom.

The Working Group is confident that the Executive Council will take note of the actions points in Action Paper 'A' on infra-structural facilities, and suggest for urgent executive actions.

- (ii) Transfer of the scientific equipment -  
Request from Dr. J. Subramaniam

Dr. J. Subramaniam has requested the University to issue a no objection certificate for the transfer of EPR Spectrometer to Pondichery University. The spectrometer was bought under a project sanctioned to Dr. Subramaniam by the Bhabha Atomic Research Centre under the scheme 4/14/82G 1982-85. A copy of the letter from BARC dated 15th December, 1988 asking Dr. Subramaniam to obtain a no objection certificate from NEHU for the transfer of the project and equipment is enclosed as Annexure 'A' and a copy of the letter from the Head, Department of Chemistry in this regard is attached at Annexure 'B'. The Vice-Chancellor has desired that the matter be placed before the Executive Council and as such the matter is placed for consideration of the Council.



5:8:2:(3)

Annexure - B

Prof. (Mrs) H. Ila  
Head,  
Department of Chemistry.

No. Chem-2156

January 03, 1989.

Dr R.K. Mishra,  
Vice-Chancellor,  
North-Eastern Hill University,  
Shillong.

Sub : Transfer of Electron Paramagnetic Spectrometer  
to Pondicherry University.

Dear Prof. Mishra,

I am to draw your kind attention to the letter of Pondicherry University Vice-Chancellor, requesting you to explore the possibilities of transfer of a research equipment (EPR). The equipment was procured under a research scheme submitted by Dr. J. Subramanian, who has joined that University recently after expiry of scheme.

We have invested nearly Rs.10 lakhs to procure many accessories to this equipment, and the total assets on this lab can be estimated to exceed Rs.2 million. We have a two proton magnetic resonance spectrometers and we plan to procure multinuclear magnetic resonance spectrometer in the 8th Plan.

It is very clear that our academic programme in Physical Chemistry is centered around magnetic resonance as one of the many research and teaching activities.

We regret that it is not possible to part with the basis instrument, unless we are assured of a grant of Rs.15 lakhs for the new model. The Vice-Chancellor of Pondicherry University may please be informed that it is not possible to transfer the EPR instrument.

Regards,

Yours sincerely,

Sd/-  
( H. Ila )

.....

Item No. 6

## ADMINISTRATIVE MATTERS :

## 6:1 - Selection Committee -

## (i) Recommendations of Selection Committees -

The Selection Committees interviewed the candidates for faculty positions of the Departments as indicated below. The recommendations of the Selection Committees will be tabled by the Chair.

<u>Departments</u>	<u>Posts</u>
Education	Reader (MPS)
Centre for Adult & Continuing Education	Project Officer (State Resource Centre)
Institute of Self-Organising System & Bio-Physics	Professor (S) Reader (S)
Physics	Lecturer (PUC)
Rural Development and Planning	Professor (Medziphema) Reader (Medziphema) Lecturer (Medziphema)
Horticulture	Reader (Medziphema) Lecturer (Medziphema)
Animal Science	Professor (Medziphema) Reader ( " ) Lecturer ( " )
Soil Conservation	Reader (Medziphema ) Lecturer ( " )
Agri. Engineering	Reader (Medziphema)
Agri. Extension	Lecturer (Medziphema)
English	Professor (S) Reader (S)
Linguistics	Professor (K) Reader (K)
Creative Arts	Lecturer (S)
Geography	Professor (S) Reader (S) Lecturer (S)
Geology	Reader (K) Lecturer (K)

6:1:1:(2)

Political Science	Reader (S)
Psychology	Lecturer (A)
Economics	Professor (MPS) Reader (MPS) Lecturer (PUC)
Public Administration	Reader (A)
Anthropology	Reader (S) Lecturer (S)
Management Studies	Professor Lecturer
Sociology	Lecturer (PUC)
History	Lecturer (S)

The recommendations may be considered by the Council for favour of approval.

.....

(i) Resignation tendered by Shri  
J.B.Nadda, Lecturer, Department  
of Commerce, Nagaland Campus.

Shri J.B.Nadda who had been confirmed in the post of Lecturer in Commerce with effect from 12.10.85 had tendered his resignation from the post with effect from October 10, 1988, to enable him to join an equivalent post at Jammu University. Shri Nadda did not route his application through proper-channel, Sh.Nadda <sup>has</sup> been granted Earned leave by the Campus Office with effect from Oct.4, to Oct. 14, 1988.

As such the resignation tendered by Shri J.B.Nadda may perhaps be accepted with effect from Oct.15, 1988, after waiving the shortfall of the notice period and subject to clearance of all dues from the University..

The Matter is placed before the Council for consideration.

- (ii) Request of Professor S.N.Dube for grant of Extra-Ordinary Leave.

Professor S.N.Dube who had joined at Kota Open University as Director has again made a request to the University for grant of Extra-Ordinary Leave for one year with effect from August 20, 1988.

As Professor Dube had completed only 2yrs of service in NEHU in August 1988, no leave was admissible to him for taking up an assignment outside NEHU.

In this connection an extract of the Ordinance is produced below :

(iii) (a) "The Executive Council may also grant at its discretion, Extra-Ordinary leave to a permanent teacher who have been selected for a teaching or research assignment in a University, a Research Institute other similar important institution provided he has served the University for a period of at least 3 years and the application had been sent through and forwarded by the University.

(B) The leave in such cases shall not exceed a maximum period of 2 years.

(c) Notwithstanding any other leave which may be due to a teacher of the entire period for which the teacher holds the appointment outside the University shall be without pay; and

(d) The period so spent shall not be counted for increment but shall count for seniority. The period shall not also count for pensionary contributory provident fund benefits unless the pension/contributory provident contributions are paid by the teacher of the foreign employer.

Provided that no such leave shall be granted until after the expiry of 5 years after return from a previous spell of Extra-Ordinary Leave or 3 years after Study/Sabbatical leave. If the teacher does not resume his duties in the University at the end of the period of E.O.L granted to him, he shall be treated as having resigned the post held by him in the University."

In this case, Prof.S.N.Dube had not routed his application through proper channel. Earlier the Executive Council had sanctioned E.O.L in respect of Dr.Vinod Singh and Study leave in respect of Dr.A.N.Rai prior to completion of 3 years.

The matter is placed before the Council.

6:3:1 (1)

6:3 - Leave/Deputation -

(i) Statement of teachers on leave -

The Executive Council vide its resolution No. EC:64:88:6:03 (viii) adopted in the 64th meeting desired to have the **background** information as to the number of teachers on leave and the faculty members in a Department. The statement giving the details is submitted at Annexure - A for consideration of the Council.

.....

Name of the Teacher	Department and Date of joining	No. of teachers in the Deptt.	Period of leave	Nature of leave	Purpose	Remarks
Dr S.N. Rai	Chemistry (15.4.85)	16	25.2.88 - 24.12.89	Study Leave	R.fellowship - W.Germany & Japan	Already granted - 1 year 10 months.
Dr M.P. Mahajan	Chemistry (15.12.81)	16	26.2.88 - 25.2.89	" "	Commonwealth Academic Fellowship	Applied for extension w.e.f. 26-2-89 - 25.2.90 - Agenda to E.C. Awaiting minutes.
Shri D.K. Nayak	Geography (1.7.85)	8	1.3.89 - 28.2.90	" "	Ph.D. research	Agenda placed to E.C. Awaiting minutes
Shri P.S. Lorin	Political Science (2.6.80)	11	7.6.83 - 6.6.85	" "	U.S. Govt. Pre-doctoral Scholarship	E.O.L. from 7.6.85 - 6.6.88
Shri Paulus Piromo	English (17.2.79)	10	1.8.84 - 31.7.87	" "	Graduate student Illinois University, Carbondale, (USA)	E.O.L. for two years from 1.8.87 - 31.7.89
Shri K. Nakhro	History (9.11.79) Adho Regular (18.8.84)	10	1.3.86 - 28.2.87	" "	Ph.D. research	Recently applied extension of Study Leave combined with EOL for three years w.e.f. 1.3.88, recommended by the School Board still under process
Mrs Badaplin War	Khasi (1.9.83)	7	1.3.87 - 13.6.89	" "	Commonwealth Scholarship	Already sanctioned

## PACHHUNGA UNIVERSITY COLLEGE AIZAWL MIZORAM

Name of the teacher	Date of joining & Department	No. of teachers in the Deptt.	Period of leave	Nature of Leave	Purpose	Remark
Shri S. A. M. Pasha	4.10.83 Pol. Science	- 5 -	5.4.87-4.5.89	Study Leave	Ph.D. Research	Sanctioned already
Shri S. N. Sharma	6.1.72 Education	- 5 -	15.2.88-14.2.89	"	"	" one year only
Shri Tawnenga	25.4.78 Botany.	- 3 -	20.3.87-19.3.90	"	"	Already sanctioned for three years
Shri H. Lallungwane	25.9.74 Mizo	- 5 -	1.4.88-31.3.89	"	"	Application still with School Board. Not yet placed to E.C.
Shri P. Gohain	11.8.69 Economics	- 3 -	Feb. '89-Jan '90	"	"	Already sanctioned for one year
Km. Lalbiaklangi Changthu	6.8.81 (ad hoc) 24.3.84 (Reg.) English	- 6 -	28.6.88-27.3.89	"	For Post Graduate Diploma	The case pending with School Board. Not yet placed to E.C.
Shri Lalzama	16.9.85 Mizo	- 5 -	1.3.89 - 30.12.89	"	Ph.D. Research	- Ditto -
Shri Malsawdawnglia (R. Associate).	11.6.84 History	- 5 -	1.3.89 - 28.2.90	"	"	Agenda to E.C. Awaiting Minutes

## College of Agriculture, Medziphema

Name of the Teacher	Department and Date of joining	No. of teachers in the Deptt.	Period of leave	Nature of leave	Purpose	Remarks
Shri R.S.Thakur	English (3.3.80)	2	1.7.86 - 30.6.89	Study Leave	Ph.D. research	Sanctioned for 2 yrs
Shri S.K.Sharma	Chemistry & Soil Science (22.2.84)	5	1.3.89 - 28.2.91	" "	Ph.D. research	Agenda to E.C. awaiting minutes
Shri B.K. Gupta	Statistics Agri (8.9.84)	1	15.2.89 - 14.2.91	" "	Ph.D. research	Agenda to E.C. awaiting minutes
Dr O.P. Singh	Agri. Zoology (8.10.85)	2	1.12.88 - 31.3.90	" "	Post-doctoral research	Agenda to E.C. awaiting minutes DAAD Fellowship.
Shri Rakesh Mohan	Agronomy (10.9.81)	3	25.9.88 for 3 years	" "	Post-Graduate Study in Agriculture	Agenda to E.C. awaiting minutes Bulgarian Govt. Scholarship - leave applied for three years.
Shri F.K. Patra	Physics Agri. (19.10.85)	3	1.3.89 - 28.2.90	" "	Ph.D. research	Agenda placed to EC. Awaiting minutes
Shri B. Gopichand	Agronomy (24.1.83)	3	February, 1989 to 28.2.90	" "	Ph.D. research	Agenda placed to E.C. Awaiting minutes.

NEHU CAMPUS NAGALAND KOHIMA

Name of the teacher	Date of joining & Department	No. of teachers in the Deptt.	Period of Leave	Nature of Leave	Purpose	Remarks
Dr. K. C. Joseph	14.11.79 English	3	1.6.88 - 30.5.90	Study Leave	Post doctoral Research	Already granted

6:6:1:(1)

- (i) Revision of pay in respect of the non-teaching contract appointees.

The Executive Council in its 62nd meeting has decided that the salary and emoluments of the existing teachers appointed on contract shall be re-fixed point to point basis on the revised scale.

It is proposed that this decision may also be made applicable in respect of the non-teaching Group 'A' staff appointed on contract .

The matter is placed before the Council for consideration.

- (ii) Payment of house rent allowance  
to teachers -

Prof. R.P. Bajpai of the Institute of Self Organising Systems and Bio-Physics felt that there are anomalies in payment of house rent allowance to the teachers. The anomalies listed by him may be seen in his letter placed at Annexure 'A'.

The matter is placed for consideration of the Council.

:::::

ANNEXURE - 'A'

INSTITUTE OF SELF ORGANISING SYSTEMS AND BIOBPHYSICS.

The 16th Dec., 1988.

To

The Vice-Chancellor  
North-Eastern Hill University,  
Shillong.

Subject : Anomaly in HRA.

Sir,

This is to remind you about my earlier request for removing the anomaly in payment of the house rent allowance. I am giving below the necessary details for your favourable consideration.

1. The NEHU in its advertisement and in my appointment offer promised to provide free hard furnished accommodation to or an allowance. in lieu of it. In the 1st scale this amount was included, so that the allowance actually paid to me was more than the HRA sanctioned by the Central Government by approximately 12% of the basic pay.
2. After the revision of the scale, only HRA applicable to the central government employees is being paid. The amount in lieu of the free hard furnished accommodation is unilaterally withdrawn, without any reason from my salary.
3. The teachers living in the university accommodation are not paying any amount. They are provided with free hard furnished accommodation. As indicated in the proforma for Income Tax circulated by the University it amounts to 12% of the basic pay.

4. It has, therefore, created an anomaly, whereby, some teachers are provided with free hand furnished accommodation and others are deprived of any allowance in lieu of it.

5. It is therefore, requested that either a suitable accommodation be provided to me or an allowance equal to 12% of my basic pay be sanctioned.

With regards,

Yours sincerely,

Sd/-

( R.P. Bajpai )  
Professor.

Decentralisation of powers at  
various levels

The Deans' Committee observed that under the existing statutes and Ordinances, there is enough provision for decentralisation of powers at various levels, although in actual effect there is centralisation of authority in University's main building. It is felt that a perfect adherence to the provisions of statutes and Ordinances is essential to ensure effective functioning of the University and achievement of its objectives as enjoined in the NEHU Act. To achieve the goal, it is important that the offices of the Deans and Heads are properly equipped and asked to exercise the authority vested in them.

2. Red-tapism and bureaucracy unfortunately do exist in the University and it is because of the centralisation phenomenon. It is observed that if No. 1 can be properly implemented, the problem of red-tapism and bureaucracy is also taken care of.

3. The list of referees as required for Selection Committees, Research Projects and under M.Phil/Ph.D Ordinances should be prepared with appropriate details at the levels of the departments and Centres and then consolidated first at the School Board and then in the Deans' Committee. In preparing such list, academic relevance with person concerned and their reputation of integrity should get the highest priority.

4. There has been no instance of appointment of a visitor from abroad in the School of Social Sciences so far and there is no proposal for such appointment at the moment. However, at least on one occasion when a scholar from abroad was invited for an endowment lecture visit was not possible because of the problems of RAP. It is suggested that the University may take up with the Government for relaxation of RAP in case of the academicians from abroad.

5. The Departments/Centres and individual teachers should take the advantage of the schemes available with the various funding authorities in the country for research projects. However, the University should have some funds available with the various Schools for sanctioning such projects which are important in re-enforcing the acknowledged academic thrust of the various Departments and Centres in the School. The authority to sanction such projects should be with the School Board. There should be a regulation governing the research projects, both internal and external which should be flexible enough to accommodate the requirements of the various funding authorities.

6. The structure of a Centre should be as provided in the relevant Ordinances. Its main function shall be to supplement the research activities of the various Departments within the School. The academic perspective of a Centre should be laid down by the School Board and the School Board shall from time to time entrust academic programmes to the Centres.

7. The University should provide fund to each Department and Centre for holding at least one seminar in a year. The objective of such annual seminars shall be to re-enforce the academic perspective of the Departments/Centres and the themes for the seminars shall be decided in the School Board on the basis of the recommendation of the concerned Department/Centre.

8. All the three Campuses of the University should be academically autonomous with full complement of Departments and Centres.

.....

- (ii) Eleventh Annual Report of  
the University for the year  
1984-85 -

Under Section 28(1) of the NEHU Act, the Annual Report of the University is to be prepared under the direction of the Executive Council and it is to be submitted to the Court for its consideration. The Court in turn is to submit the Annual Report to the Visitor along with its comments. The Eleventh Annual Report for the year 1984-85 has been prepared and it is placed for consideration of the Council.

....

6:7:3(1)

Free **hard** furnished residence to  
the Registrar, N.E.H.U. -

The University Ordinance provide that unfurnished residential accommodation may be provided to the statutory officers on payment of rent at the usual rate. Clause 3(3) of Ordinance OE-2 on the Terms and Conditions of Service of the Registrar provides that "the University shall provide him with unfurnished residential accommodation for which he will pay rent at the usual rate." The Executive Council vide its resolution No.EC:64:88:02 (i), however, resolved to provide free hard furnished accommodation to one non-statutory officer. In view of the decision of the Council the Registrar, NEHU, Shillong requested that the same benefit may be extended to him. He also requested that the emoluments which he was drawing before he joined NEHU may also be protected. The letter of the Registrar may be seen at Annexure - A.

If the above request is approved, the benefit may be extended to all the statutory officers of the University.

The matter is placed for consideration of the Council.

.....

6: 7: 3(2)

Annexure - A.

No.F.11-6/REG/37-2502

December 21, 1988.

To

The Vice-Chancellor,  
North-Eastern Hill University,  
Shillong.

Sir,

Inspired by the terms and conditions that are being offered to a non-statutory officer, I am submitting below the following for your kind consideration and shall feel grateful if the same is placed before the Executive Council :

- 1) According to the terms and conditions of service the statutory officers, viz. the Registrar and the Controller of Examinations are to be provided with a residence by the University and they shall be required to pay the usual rent for the said house. Since a free hand furnished residence is being provided to the University Engineer, I shall feel grateful if the same benefit is extended to me in keeping with the observations made by you in the said case.
- 2) When I joined the University in 1984 I had requested for protection of my emoluments but for reasons best known to the University the same was not done. I reiterate my request for protecting my emoluments as it is being done in the other cases also.

Yours faithfully,

Sd/-  
( D.C. Pant )  
Registrar

...

(i) Adjustment Accounts

The University had sanctioned an advance of Rs.1,50,000/- in favour of Shri B.S. Mohat in connection with the NEHU Faculty interview held in Delhi with effect from 28.1.85 - 20.2.85.

Out of this Shri Mohat refunded an amount of Rs.22,787-75p. The Audit Section, NEHU, Shillong on scrutinising the bills found out that inadvertently a sum of Rs.912.25p was paid in excess towards TA/DA to Visitor's Nominees and Experts.

Since the matter was detected after a lapse of about four years there is no possibility of recovering the excess amount paid at that time.

The matter is therefore placed before the Council for consideration that the above mentioned excess amount of Rs.912.25p be written off.

WK  
17011039/

## 7:4 - Delegation of financial power

## (i) Delegation of Administrative and Financial powers -

Statute 43 provides that "subject to the provisions of this Act and these Statutes, any officer or authority of the University may delegate his or its powers to any other officer or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority delegating such powers."

The Executive Council in the past considered and approved the delegation of Administrative and Financial powers to various officers of the University. The delegation of powers earlier approved has now been reviewed and the details are classified and indicated below for favour of its consideration.

I) The powers delegated<sup>as</sup>/listed below have been deleted from the old list :

- (A) Administrative - Sl. No. 14.
- (B) Financial - Sl. Nos 38, 68 and 69.
- (C) In respect of works (technical) - Sl. Nos 101, 102, 103, 104 and 105.

II) Delegation of powers have been revised in the following cases :

- (A) Administrative - Sl. Nos. 3, 4 (a) & (b), 11(i), (ii), 13, 16, 18, 19 and 20.
- (B) Financial - Sl. Nos 26, 28(a), 30, 31, 33, 34, 35, 38, 39, 41, 42, 45, 48, 49, 51, 52, 54, 56, 59, 60, 64, 65(b), 70, 74, 75, 78, 79, 80, 81, 89 and 92(i) & (ii).

III) Fresh delegation of powers have been made in the following :

- (A) Administrative - Sl.Nos 1 (b) (i),(ii) and (iii),7(b), 14(iii), 17(i),(ii) and (iii), 20(b).
- (B) Financial - 28(f), 65(c).

The Executive Council in the past considered and approved the delegation of Administrative and Financial powers to various officers of the University. The following are the powers which have been delegated and which are being reviewed for their continued utility.

(A) Administrative - Sl.Nos 1 (b) (i),(ii) and (iii), 7(b), 14(iii), 17(i),(ii) and (iii), 20(b).

(B) Financial - 28(f), 65(c).

DELEGATION OF POWERSHEAD QUARTERSA: ADMINISTRATIVE

Sl No	Nature of powers delegated	Authority to whom power delegated	Extent of delegation
1	2	3	4
1.	(a) Creation of Administrative/ministerial posts and other necessary temporary posts in the University specified in Statute 13(2) (iii) of the NEHU Act	Vice-Chancellor	Full powers - posts where maximum of scale does not exceed a basic pay equivalent to Rs. 1200/-p.m. of pre-revised scale of 1986.
	(b) To make officiating appointments	Vice-Chancellor	Full powers
	(i) Group A and B	Vice-Chancellor	"
	(ii) Group C and D staff other than those of respective Deans Schools	Registrar	Full powers
	iii Those of respective Schools	Deans	Full powers
2.	To allow employees to complete/extend their period of probation or to withhold this sanction	Appointing authority.	Full powers
3.	To permit assuming/relinquishing charge of post of employee at any of the campuses	Vice-Chancellor	Full powers
4.	To effect transfer of -		
	(a) Officers and technical staff	Vice-Chancellor	Full powers with consent of the concerned and the Head of the Unit.
	(b) Ministerial Staff	Registrar	Full powers with the consent of Head of the concerned unit.
5.	Acceptance of Resignation	Appointing Authority	Full powers
6.	Grant of Casual Leave	Controlling Officers	Full powers
7.	Grant of Leave without substitute -		
	(a) Teaching Staff	VC/Pro-Vice-Chancellor	Full powers with consent of the concerned Head
	(b) Non-Teaching Staff (A & B)	Registrar	Full powers with consent of the concerned Head
	(c) Category 'C' & 'D'	Dy.Registrar (Admn)	Full powers with consent of the concerned Head
8.	Grant of Leave with substitute-		
	(a) Dy.Registrar/Readers Lecturer/Asstt.Registrar and above.	Vice-Chancellor	Full powers

1	2	3	4
	(b) Other Category 'B'	Registrar	Full powers
	(c) Category 'C' & 'D' employees	Dy.Registrar (Admn)	Full powers
9.	To fix/change place of work of any post within the area under the jurisdiction of the University	Vice-Chancellor	Full powers with consent of concerned <sup>persons</sup> Deans and Heads of the two Deptts/units involves. <sup>d</sup>
10.	To send Officers/Staff for short training	V.C/Pro Vice-Chancellor	Full powers
11.	(i) To permit officers to attend meetings and other business of the University within India.	Vice-Chancellor/ Pro-Vice-Chancellor Registrar/COE	Full powers
	(ii) To permit Teachers to attend conferences meetings and other business of the University within India.	Finance Officer/CE Dean/Head	Full powers - in respect of office under their administrative control.
	(iii) To permit other employees to attend meeting and other business of the University within India.	V.C/Pro-Vice-Chancellor	Full powers
12.	Deputation for Refresher Courses, Summer Institute etc	Registrar/Finance Officer/COE/CE/Dean/Head	Full powers - in respect of staff under their Adm control.
13.	Deputation for Refresher Courses, Summer Institute etc	V.C/Pro-Vice-Chancellor	Full powers
14.	To permit acceptance of outside work and fees by the employees	V.C/Pro-Vice-Chancellor	Full powers
15.	To sanction employment of casual labour.	(i) Registrar for Administration (ii) C.E. for Engg.Wing (iii) Deans of respective Schools	Full powers subject to the rates approved by the Local Dist. Magistrate
16.	Permission for Air Travel to ineligible staff	Vice-Chancellors	Full powers
17.	Sanction of advance increments	Executive Council	Full powers
	(ii) Sanction of special Pay	E.C.	Full powers as per UGC guidelines
18.	Approval to cross EB in the time scale		
	(i) Group A Staff	Vice-Chancellor	Full powers
	(ii) Ministerial staff other than those of schools	Registrar	Full powers
	(iii) " of Schools	Dean concerned	Full powers

- |         |                                                                                                                                                  |                                                                                              |                                                                   |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 18.     | Matters concerning particulars of service                                                                                                        | Category 'A' -EC<br>Category 'B' VC/<br>PVC<br>Category C &D<br>Registrar/<br>Dean concerned | Full powers<br>Full powers<br>Full powers                         |
| 19.     | Exchange arrangements with other Universities/Institutions                                                                                       | Vice-Chancellor                                                                              | <i>Full powers</i>                                                |
| 20.     | Signing of Documents/contracts to sell, endorse, transfer, negotiate or otherwise deal in Govt securities standing in the name of the University | Finance Officer with prior approval of V.C.                                                  | Full powers                                                       |
| 21. (a) | Power to sign service contracts on behalf of the University.                                                                                     | Registrar                                                                                    | Full powers                                                       |
| (b)     | Power to sign other types of contracts on behalf of University.                                                                                  | Registrar with prior approval of V.C.                                                        | <i>Full powers</i>                                                |
| 22.     | Leasing of Residential houses for teaching staff and executing agreements with prospective landlords.                                            | Officer-in-Charge (Estate)                                                                   | Subject to monetary limits and scale of accommodation prescribed. |
| 23.     | Countersignature of TA bills and members of Executive Council and other Statutory Committees.                                                    | Concerned members are empowered to countersign their own TA bills                            |                                                                   |

**B: FINANCIAL**

- |         |                                                                                                                                          |                           |                                                                                             |
|---------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------------|
| 24.     | Re-appropriation of fund                                                                                                                 | Vice-Chancellor           | Full powers from one minor head another under the same major head<br><del>Full powers</del> |
| 25.     | Sanction of field work in India for students.                                                                                            | Dean of concerned Schools | Full powers.                                                                                |
| 26.     | Sanction to incur expenditure in connection with the field work abroad of students within the Budget provision                           | Vice-Chancellor           | Full powers                                                                                 |
| 28. (a) | To sanction honorarium to the employees-                                                                                                 |                           |                                                                                             |
| (i)     | Teaching staff                                                                                                                           | Dean concerned            | Full powers                                                                                 |
| (ii)    | Ministerial staff (Schools)                                                                                                              | Dean concerned            | Full powers                                                                                 |
| (iii)   | " (other)                                                                                                                                | Registrar                 | Full powers                                                                                 |
| (b)     | Authorisation of payment of honorarium to paper setters in connection with examination for ministerial staff and connected invigilation. | Registrar                 | Full powers subject to payment at rate approved by the Executive Council                    |



1	2	3	4
37.	Purchase of equipment and material required for purposes other than teaching and research	Vice-Chancellor	Full powers
38.	Local Purchase of stationery for office in case of urgency	1. Vice-Chancellor 2. Pro-Vice-Chancellor 3. Registrar/Finance Officer/COE 4. Dean/Librarian/CE/ Heads of Deptts and Centres	Full powers Upto Rs.10000/-p.a Upto Rs.5,000/-p.a Upto Rs.5000/-p.a
39.	To place order for printing in urgent cases	1. Vice-Chancellors 2. Pro-Vice-Chancellor 3. Registrar/Finance Officer/COE 4. Dean/Librarian/CE Heads of Deptts and Centres	Full powers Upto Rs.10,000/- Upto Rs.5,000/- Upto Rs.5000/-
40.	Purchase and repair of furniture for office and laboratory use	Dean (for laboratory equipment only) Registrar (for office)	Full powers (on recommendation of the Purchase Committee)
41.	Sanction to hire furniture and equipment	Dean of the concerned school for teaching deptts. Registrar for others	Full powers Full powers
42.	Sanction of expenses in connection with conference/seminar organised by NEHU (including entertainment expenditure on Lunch/dinner) (b) C.D.C.	Vice-Chancellor Registrar Heads of Deptts and Centres	Full powers Upto Rs.10,000/-p.a upto Rs.10,000/-p.a
43.	Purchase of Motor Vehicles for University use.	Vice-Chancellor	Full powers
44.	Purchase of Motorcycles/bicycles for office use	Registrar	Full powers
45.	Maintenance, running charges repair and replenishment on university vehicles.	Registrar	Upto Rs.20,000/- at a time with prior approval of V.C.
46.	Advertisement charges	Registrar	Full powers
47.	Sanction of expenditure (i) for Electricity, Water Telephone charges and rent	Finance Officer	Full powers
48.	Cold Water charges	Deans of the concerned school for teaching deptts. Registrar - for office	Full powers Full powers.

1	2	3	4
49.	Payment of demurrage and wharfage charges	Vice-Chancellor Registrar Heads of Deptts and Centres <del>for</del>	Full powers Upto Rs.10,000/- Upto Rs.5,000/-
50.	Tour expenses including daily allowance to students	D.S.W.	Full powers subject to rates approved by Executive Council
51.	Expenditure on Publication	1. Vice Chancellor 2. Pro VC/Registrar 3. Dir.Publication	Full powers Upto Rs.10,000/- Upto Rs.5,000/-
52.	Binding of Books and records	Registrar/Librarian Finance Officer/ Dean/Univ.Enggr. Controllor of Exam.	Upto Rs.10,000/- p.a. Upto Rs.5,000/- p.a.
53.	Sanction of expenditure for Uniforms to University employees.	Registtar	Full powers
54.	Expenditure on Games, sports and athletics & maintenance of playground field	1. Vice-Chancellor 2. D.S.W.	Full Powers Upto Rs.10,000/- p.a.
55.	Grant in Aid to staff Welfare clubs.	Vice-Chancellor	Full Powers
56.	Payment of Legal charges	Registrar	Full Powers <i>with prin approval of VC.</i>
57.	Grant of Festival Advance	Finance Officer	Full Powers
58.	Sanction on Temporary Advance from Provident Fund	Finance Officer	Full Powers
59.	Sanction of Advance TA on tour/transfer.	Registrar/F.O.	Full Powers
60.	Sanction of Advance of Pay on transfer	Head of the Unit	Full powers
61.	Sanction of Advance of or purchase of Motor-Cycle/ Scooter/Motor Car	Vice-Chancellor	Full Powers
62.	Grant of permanent advance to Dean/Head of Adademic and Administrative Deptt and Centres for facilitating payment of contingency expenses.	Finance Officer	Full Powers.
63.	Sanction of temporary advance to Dean/Head of Deptts. for the purpose for which expenditure sanction has already been issued by competent authority.	Finance Officer	Full powers

1	2	3	4
64.	Sanction to purchase of prizes and awards for students	Deans	Full powers subject to budget provision
65.	(a) Sanction for merit or other scholarships payable from Univ. fund	Deans' Committee	Full powers
	(b) Freeship to students	A Committee constituted representing the school of which DSW is <i>Chairman</i>	Full powers
<del>65</del>	(c) Sanction of Grants/Loans out of Students' Aid Fund	DSW	Full powers (on the recommendation of the students Aid Fund Committee of the University).
66.	Award of Research Fellowship instituted by the University	Deans' Committee	Full powers
67.	Expenses on Postage Stamps for official letters	Heads of the Deptt, <i>&amp; Centres</i>	Full powers.
68.	License fees, taxes etc. as required by Central/State Govt/Local bodies	Registrar	Full powers
69.	Office contingencies	Vice-Chancellor Deans/Heads of Admn/ Academic Deptts.	Full powers Upto Rs.2000/- <i>at a time</i>
70.	Contingencies special to Schools/Centres such as Chemicals, maintenance of gas plant/fittings, maintenance of laboratories, Specimens for research and class work, maintenance of machine etc.	<i>Heads</i> Deans/ of respective Schools/ Heads Deptts and Centres.	Upto Rs.5,000- in each.
71.	Payment of TA/DA to person authorised by the Executive Council to attend international conference, seminars and symposia.	Finance Officer	Full powers
72.	Grants/expenditure of extra-curricular fees.	Vice-Chancellor	Full powers
73.	Extending date for payment of fees.	Deans	Full powers
74.	Remission of re-admission fees.	Deans	Full powers subject to provision of the ordinance.

1-----2-----3-----4-----

- 74. Refund of fees/security deposits to students F.O. Full powers subject to provisions of the ordinance.
- 75. Purchase of equipment, furniture, utensils, crockery etc. and their repairs replacement for University Hostel D.S.W. Full powers on recommendations of the Hostel Committee.
- 76. Purchase of equipment, furniture, utensils, crockery and other materials for University Guest House DSW Registrar Full Powers with prior approval of the VC.
- 77. Purchase of materials under stores Vice-Chancellor Full powers subject to total amount approved by the UGC.
- 78. Investment of Provident Fund Endowment amount in fixed deposit of SBI/Nationalised Bank in Govt. securities Vice-Chancellor with approval of EC Finance Officer Upto 5 lakh for a period of 3 years or more.
- 79. To write off losses of store of any kind due to damage deterioration or unserviceability Vice-Chancellor Head of the Unit Upto Rs. 5,000/- Upto Rs. 100/-
- 80. To write off irrecoverable loss of store or of Cash Vice-Chancellor Upto Rs. 5,000/- each case.
- 81. To write off deficiencies in store Vice-Chancellor Full powers if the loss is not due to theft or neglect. Upto Rs. 5,000/- in each case if the loss is due to theft or neglect. Upto Rs. 1,000/- in each case provided the loss after investigation is found to be due to normal causes and not due to theft or neglect. Upto Rs. 500/- in each case if the loss is due to theft or neglect.

-----

1	2	3	4
82.	To write off value of books Publication of the Library found short damaged/unaccounted for.	Vice-Chancellor	Upto Rs.10,000/-o.a.
83.	Disposal of Surplus/obsolete stores.	Vice-Chancellor	Full Powers.
84.	To write off cost of articles due to breakage by students.	Registrar/ F.O./Deans/ Librarian/ C.E. <i>Deans/Heads of Dept's centres</i>	Upto Rs.1,000/- Full Powers.
85.	Waiving of audit recoveries.	Vice-Chancellor	Upto Rs.1,000/- in each case.
86.	Exemption of deposit of Earnest Money by reputed and reliable firms.	Vice-Chancellor	Full Powers.
87.	To write off loss of revenue or irrecoverable loans and advance.	E.C. Vice-Chancellor	Full Powers. Upto Rs.1,000/-
88.	Hire of conveyance charges.	Vice-Chancellor	Full Powers.
89.	Sanction to payment of washing allowance	Registrar/ Deans/Heads of Acad./Admn.Depts.	Rs.5,000/- p.m. subject to rates approved
90.	Purchase of tent/camp furniture	- Jo-	Rs.5,000/- in each case.
91.	Refund of Deposit/Earnest money and caution deposit, etc.	Heads of Admn/Teaching Depts.	Full Powers.
92.	Sanction of pension/ University contribution to CPF to		
	i. Persons of the rank of Lecturers or equivalent and above.	VC on the re-commendation of F.O.	Full Powers as per norms.
	ii.Others	F.O.	Full Powers as per norms.

I ----- 2 ----- 3 ----- 4 ----- I

- 93. Commutation of Pension Vice-Chancellor Full Powers.
- 94. i. Payment of arrears of pay and allowance due to deceased employees and their legal heirs Vice-Chancellor Full Powers.  
F.O. upto Rs.10,000/- in each case.

NOTE: If the gross amount of the claim does not exceed Rs.2,500/- payment may be made without the production of a legal authority, if the Finance Officer is satisfied about the right and title of the claimant. If the gross amount of the claim exceeds Rs.2,500/- payment may be made only on producing a succession certificate from the competent authority.

- ii. Sanction of HBA/Housing Loans. Vice-Chancellor Full Powers subject to rules, scales and pre-requisites prescribed by the Executive Council.

C: DELEGATION OF POWER IN RESPECT OF WORKS (Administrative, Technical and Financial)

- 95. Approval of drawings, designs estimates, specification tenders, incumant, extra/substitute detailed items and other matters connected with the execution of works costing upto Rs.10 lakhs without reference to Building and Work Committee. Vice-Chancellor Full Powers.
- 96. Technical Sanction -
  - a. To accord technical sanction to detailed estimates. Chief Engineer Full Powers.
  - b. To accord sanction to extra substituted items. Chief Engineer In respect of Contract accepted by any authority, upto a net addition to Rs.25,000/- subject to a limit of 25% of the estimated cost of the tender, provided the total cost of work does not exceed the sanction.