

NORTH-EASTERN HILL UNIVERSITY
Shillong - 793 001

MEETING OF THE EXECUTIVE COUNCIL

A G E N D A

Saturday, the 26th April, 1980
Kohima

NORTH-EASTERN HILL UNIVERSITY
Shillong - 793 001

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Item No. 1

Confirmation of the Minutes of the 21st meeting of the Executive Council held on 29th January, 1980.

- - -

The words 'and approved' were missed while recording the Resolution No. EC:21:80:64(S). As such, the Resolution after adding the above words stands as follows:-

"The Council considered and approved the recommendation of the Academic Council made at its meeting held on 12th May, 1979 for upgradation of Mount Tiyi College, Wokha, Nagaland to Degree level with effect from 1978-79 offering the subjects namely, English History, Economics, Political Science and Education".

The Council may, therefore, confirm the Minutes of the meeting held on 29th January 1980 with the above correction.

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Item No. 2 Matters arising from the Minutes -

- (a) To inform the appointment made by the Vice-Chancellor vide the following Resolutions of the Executive Council meeting held on 29th January, 1980 :

(i) Vide Resolution No. EC:21:80:08(b) the Council had approved the advanced action taken by the Vice-Chancellor in issuing appointment orders to the following teachers in the Post-Graduate Departments of English and Economics in the Nagaland and Mizoram Campuses:

<u>Name</u>	<u>Department</u>
1. Shri Alok Joshi	English
2. Shri K C Joseph	English
3. Miss Nobonita Ganguly	English
4. Shri Kailash Ch. Baral	English
5. Shri Lianzela	Economics
6. Shri V. Sankaranarayan	Economics
7. Shri S Ramamurthy	Economics
8. Shri Halim Latiff	Economics

(ii) Vide EC:21:80:27, the Council had approved the advanced action taken by the Vice-Chancellor in issuing appointment orders to the teachers recommended by the duly constituted Selection Committees. (Annexure - I)

(iii) The Council at its meeting held on the 29th January, 1980, had approved the action of the Vice-Chancellor in issuing appointment orders to the/selected candidates /following in Education in the Mizoram and Nagaland Campuses: Vide EC:21:80:43.

<u>Name</u>	<u>Department</u>
1. Dr(Miss) M.S.Padma, Reader	Education
2. Shri Sudhir Kumar, Lecturer	-do-
3. Shri Promod Kumar Gupta, Lecturer	-do-
4. Dr(Miss) S.K. Jindal, Lecturer	Education
5. Shri Jagdish Chand, "	-do-

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Name	Department	Designation	Date of meeting of the Selection Committee	Date of appointment	REMARKS
1. Shri Alok Doshi	English Nagaland Campus	Lecturer.	8.10.79	30.10.79	He was allowed at Shillong to join in Shillong in the interest of public service.
2. Shri K.C. Joseph	"	Lecturer	8.10.79	14.11.79(AN) at Shillong.	-do- The date of his joining at Nagaland Campus has not yet been communicated.
3. Miss Nobodita Ganguli.	"	Lecturer	8.10.79	15.11.79 at Shillong	-do-
4. Shri B. Chandra Mohan	English	Lecturer	8.10.79	Yet to join	
5. Shri V. D. Thomas	"	Lecturer	8.10.79	-	Offer not accepted.
6. Shri Kailash Ch. Baral	"	Lecturer	8.10.79	Yet to join	
7. Shri V. Venkataswara Prasad.	"	Lecturer	8.10.79	-	Offer not accepted.
8. Shri Lianzela	Economics Mizoram Campus	Lecturer	9.10.79	23.10.79	
9. Shri Sushil Kumar Agarwala	"	Lecturer	9.10.79	Yet to join	Requested for higher fixation of salary and change of posting to Nagaland Campus. Case not considered.
10. Dr D.N. Upadhya	Mycology/ Plant Pathology, College of Agri. Medziphema, Nagaland	Reader	28.6.79	10.1.80	Next candidate kept in the reserve panel consequent upon the resignation of Dr H.R. Kataria, Reader, Mycology/Plant Pathology w.e.f. 15.12.79.

(b) To inform the names of students who committed malpractices during the examinations held in 1978 and 1979 and the penalties imposed upon them vide Executive Council meeting Resolution No. EC:21:80:18 dated 29th January 1980 :

I. The Examination taken by the undermentioned candidates in 1979 be cancelled and be permitted to appear in the 1980 examinations.

Sl. No.	Roll No.	Regn. No.	Name of candidate	Exam. taken	Exam Centre
1.	H670	A3704/76-77	Shri Inaje Sema	P.U.Arts	Kohima College
2.	W3256	Nil	Shri K. Lhokuto	-do-	F.A.C.
3.	K3998	1888/75-76	Shri Vahie Angami	-do-	Kohima College
4.	4880	3321/78-79	Kum. D. Adaha Ao	-do-	-do-
5.	W7619	4140/77-78	Shri T. Khonsungon Ngullie	-do-	F.A.C.
6.	Q7770	1831/76-77	Kum. Angom Anju Devi	-do-	Synod College.
7.	170	A2959/75-76	Shri Lorho Kapani	P.U.Sc.	Sc. College Kohima.
8.	443	A4876/77-78	Shri Birendra Misra	-do-	S.E.C.
9.	996	A2923/75-76	Shri Ashok Kumar Bora	-do-	Sankardev College.
10.	1282	Nil	Shri Y Kachung	-do-	S.A.C.
11.	2024	5118/73-74	Shri Ardhendu Bhusan Nath	-do-	S.E.C.
12.	3356	8564/73-74	Shri E. Lotha	B.Sc.	S.E.C.
13.	T56	A161/77	Kum. Lalhmimgmwii Palian.	P.U.Arts (SpI)	Pachhunga College

II. The examinations taken by the undermentioned candidates in 1979 be cancelled but they will be allowed to appear in 1981 only.

1.	E.2254	0431/78-79	Rajen-dra Singh	PU Arts	Synod College.
2.	843	4918/76-77	Kum. Alapana Purkaya astha	PU Sc.	Sankardev College.
3.	372	4848/75-76	Sri Sunil Kumar Khera	B.Com.	Shillong College.
4.	966	3330/76-77	Shri T. Innasucha Ao	B.A.	F.A.C.
5.	355	4411/75-76	Sri Amitabha Choudhury	LL.B.	Shillong Law College
6.	1020	Nil	Shri Abdallah Yasser Ahmed	Final (Feb). PU Sc.	College S.A.C.

III. The examination taken by the undermentioned candidate in December 1978 be cancelled and be allowed to appear in 1980 exam.

1.	311	Nil	Shri Sher Singh	B.Ed. Exam.	P.G.T. College.
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- (c) Report of the Committee on the representation of Shri Shekhar Singh, Lecturer, Department of Philosophy -

The Council at its 21st meeting held on 29th January, 1980 deferred consideration of this item. As such, the matter is tabled again for consideration of the Council.

- (d) Panel of Ph.D. Examiners for Zoology and Botany -

The Academic Council at its meeting held on 15th March, 1980 vide resolution No.AC:8:80:06 had recommended the panel of names of examiners to examine the thesis of Ph.D. candidates of Zoology and Botany.

The Council may consider it for approval.

- (e) To consider grant of leave not due to teachers during the period of probation -

There is a provision for the grant of leave not due under Clause 9 of the Ordinance governing leave to teachers which is reproduced below:

" Clause 9(i) - Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire services, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him subsequently.

(ii) - Leave not due shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to leave granted.

(iii) - A teacher to whom 'Leave not due' is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay and allowances for the period not so earned. In a case

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/ salary for
the period
of leave

where retirement is unavoidable on account of reason of ill-health incapacitating the teacher for further service, refund of leave to be earned may be waived by the Executive Council.

Provided further the Executive Council may, in any other exceptional case waive, for reasons to be recorded the refund of leave salary for the period of leave to be earned" .

Under the explanation given under "15(B) Teachers appointed on probation". It has been laid down that a teacher appointed as a Probationer against a substantive vacancy and with definite terms of probation shall during the period of probation be granted leave which would be admissible to him ~~as~~ if he held his post substantively other than on probation.

Provisions of rules regarding portion of "A Probationer" and a person "On probation" vis-a-vis admissibility of "Leave Not Due" are discussed below:-

- (a) The term 'Probationer' does not cover a Government servant who holds substantively a permanent post in a cadre and is appointed 'on probation' to another post.
- (b) No person appointed substantively to a permanent post in a cadre is a probationer unless definite condition for probation have been attached to his appointment such as the condition that he must remain on probation pending the passing of certain examinations.
- (c) The status of a probationer is to be considered as having the attributed of a substantive status except where the rules prescribe otherwise.

(Audit instruction at P/15-16 of Swamys' compilation of FRs and SRs Pt.I).

The position of a probationer, as distinct from a person on probation, may be expressed - while a probationer is one appointed in or against a post substantively vacant with definite condition of probation, a person on probation is one appointed to a post (not necessarily) vacant substantively) for determining his fitness for eventual substantive appointment to that post.

In this connection, it is pointed out that the teachers in this University are appointed on probation only. There is no

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mention of the word 'Probationary' in our Ordinance and hence the appointments of the teachers of the University will have to be determined accordingly.

This item was deferred by the Council at its meeting held on 29th January, 1980. As such, the matter is placed again for consideration of the Council.

The Academic Council at its meeting held on 15th March, 1980 vide Resolution No. A.U.3:80:10 and approved the panel of experts for the selection of teachers in the Agricultural College, Hassan as recommended by the Committee constituted for the purpose by the Vice-Chancellor.

The Council may consider it for approval.

- (ii) To approve additional panel of experts for the Selection Committee of the Department of Political Science and Economics.

The Academic Council at its meeting held on 15th March, 1980 had recommended the additional panel of experts for the Selection Committee of the Department of Political Science and Economics.

The Council may kindly approve the same.

- (iii) To consider the panel of Examiners for M.Phil dissertation in Mathematics.

The Academic Council at its meeting held on 15th March, 1980 vide Resolution No. A.U.3:80:20 recommended the panel of Examiners for M.Phil dissertation in Mathematics to the Executive Council.

The Council may kindly consider the same.

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Item No. 3

Recommendations of the Academic Council
meeting held on 15th March, 1980

- - -

- (a)(i) To approve the panel of Experts
for selection of teachers for
Agricultural College -

The Academic Council at its meeting held on
15th March, 1980 vide Resolution No. AC:8:80:16 had
approved the panel of experts for the selection of
teachers in the Agricultural College, Nagaland as
recommended by the Committee constituted for the
purpose by the Vice-Chancellor.

The Council may consider it for approval.

- (ii) To approve additional panel of
experts for the Selection Committee
of the Departments of Political
Science and Economics -

The Academic Council at its meeting held on
15th March, 1980 had recommended the additional panel
of experts for the Selection Committee of the
Departments of Political Science and Economics.

The Council may kindly approve the same.

- (iii) To consider the panel of Examiners for
M.Phil dissertation in Mathematics -

The Academic Council at its meeting held on
15th March, 1980 vide Resolution No.AC:8:80:20
recommended the panel of Examiners for M.Phil
dissertation in Mathematics to the Executive Council.

The Council may kindly consider the same.

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- (b)(i) To report the introduction of Geography as a subject in Degree Course in Lunglei College, Lunglei -

The Academic Council at its meeting held on 15th March, 1980 vide its Resolution No.AC:8:80:26 had accepted the following recommendation of the One-man Inspection Commission appointed by the Vice-Chancellor on the introduction of Geography in Degree Course with effect from 1980-81 in Lunglei College, Lunglei.

RECOMMENDATION:

The Lunglei College is recommended be given permission to start Geography subject in Degree Course with effect from 1980-81 session.

The matter is reported to the Council for its approval.

- (ii) To consider the recommendation of the Inspection Committee appointed by the Vice-Chancellor to inspect Saiha College, Saiha, Mizoram -

The Academic Council at its meeting held on 15th March, 1980 vide its Resolution No.AC:8:80:27 (Annexure -II) on Saiha College, Saiha, Mizoram, in connection with the opening of Pre-University(Arts) Course in English, Political Science, Economics, History, Education, Mizo and Alternative English and resolved to recommend temporary affiliation to the Executive Council.

The matter is placed before the Council for its consideration.

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RECOMMENDATIONS OF DR. SINGH AND DR. RAI :

The members of the Inspection Commission strongly recommended that Saiha College be granted affiliation for Pre-University (Arts) with immediate effect with the following subjects.

1. English.
2. Alternative English,
3. Political Science,
4. Economics,
5. History,
6. Education and
7. Mizo.

DR. JOSEPH RECOMMENDED that Saiha College be granted affiliation upto Pre-University (arts) with the following subjects :

1. English,
2. Alternative English,
3. Political Science,
4. Economics,
5. History,
6. Education, and
7. Mizo.

Provided the college authority fulfil the following conditions to the satisfaction of the University given below.

1. The Governing Body must be reconstituted under relevant rules.
2. The College must take immediate steps to initiate construction of College building in the site allotted for the College.
 - (b) The College should make special efforts to provide adequate residential accommodation to students.
 - (c) The College should make special efforts to keep costs both capital and recurring within limits of the parents can afford.
3. (a) There must be one qualified teacher in each subject.
 - (b) A full-time qualified Principal must be appointed as per University ordinance (10 (ten) years experience as teacher in College or in University.
4. The College must observe 220 working days in a year, with at least 5 hours of teaching work in a day.
5. The College office must maintain all the essential records such as Admission funds, Admission Register, Fees Register, Attendance Register etc. properly.

6. (a) The College Library must increase the volumes of library books at least upto 1,000 volumes.
- (b) The College subscribe some standard newspapers and journals etc.
7. (a) The College must make provision of at least Rs. 10,000/- separately for library books.
- (b) The College must also invest a reserve fund of Rs. 35,000/- only in N.D.C. in the name of the College besides keeping a regular working fund of Rs. 20,000/-
8. The College should indicate the programme of extension and improvement for the College for future years.
9. Till affiliation is granted, the College may be permitted to present its candidates for Pre-University Examinations from any other Institution.

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- (iii) To consider recommendations of the Inspection Commission for the introduction of Anthropology with effect from 1979-80 in Science College, Kohima -

The Academic Council at its meeting held on 15th March, 1980 vide Resolution No. AC:8:80:07 considered the report of the One-man Inspection Commission (Annexure - III) for the introduction of Anthropology in B.Sc. Degree in Kohima Science College, Kohima. The Academic Council recommended the introduction of Anthropology with temporary affiliation with effect from the session 1979-80 to the Executive Council for its approval.

The matter is placed before the Council for its approval.

- (c) To consider certain items from the Principal, Pachhunga University College, Aizawl -

The Principal, Pachhunga University College, Aizawl has pointed out the disruption of normal classes due to short leave availed by the Lecturers. He has cited an example of Maternity Leave which has become an annual feature.

In the absence of any provision for appointment of substitute against short leave vacancy, he has suggested that the Vice-Chancellor may be empowered to appoint suitable candidates to such leave vacancies.

The Academic Council at its meeting held on 15th March, 1980 vide Resolution No. AC:8:80:09(b) considered the matter and authorised the Vice-Chancellor to make appointment for a period of six months and further recommended the matter to the Executive Council for approval.

Hence place before the Executive Council for consideration.

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Item No. 3

- (b)(iv) For approval of the use of Gauhati University Syllabi for the introduction of Anthropology in B.Sc. Degree Course in Kohima Science College, Kohima -

The Academic Council at its meeting held on the 15th March, 1980 vide Resolution No.AC:8:80:08 had considered the Report of the Inspection Commission and RES OLVED as follows:

- (i) that introduction of Anthropology in the B.Sc. Degree Course in the Science College;
- (ii) that the Syllabi used by the Gauhati University be used till the University framed its own Syllabus in the subject; and
- (iii) that the Board of Under-Graduate Studies in Anthropology be constituted.

The matter is placed before the Executive Council for consideration.

RECOMMENDATIONS :

1. Kohima Science College may be allowed to start B.Sc. optional Courses only, from the current year.
2. Within the next three to six months the Department's strength must be augmented by at least one Lecturer in Social and Culture Anthropology
3. Since as yet there is no Board of Under-Graduate Studies to approve and recommend new syllabi for P.U. and B.Sc. optional level papers, the Vice-Chancellor may allow, as a temporary measure - for the 1979-80 batch of students admitted to B.A./B.Sc. (Optional) Courses - the syllabi at present being used by the Gauhati University.
4. The Dean, School of Social Sciences may be empowered to recommend to the Board of the School of Social Sciences a panel of names as per Ordinance, for the Board of Under-Graduate Studies in Anthropology. The approval may be taken through circulation of the suggested names to facilitate early constitution of the Board by the Academic Council.
5. The Commission recommended to form a Board of Under-Graduate Studies in Anthropology. One of the first actions of the newly constituted Board of Under-Graduate Studies (Anthropology) should be to prepare syllabi for the B.A./B.Sc. and P.U. Courses in Anthropology.
6. As a tentative measure the Principal of Kohima Science College may be allowed for the year 1979-80 to admit in B.Sc.(Anthropology) optionals students who have not passed Anthropology subjects at P.U. levels. This question too should come up for final decision before the newly constituted Board of Under Graduate Studies (Anthropology).

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- (d) To report the Clause (i)(xiii) of the Statute on Constitution of the Academic Council as approved by the Visitor -

Statute 14(1)(xiii) on the constitution of the Academic Council, as approved by the Visitor is quoted below:

Sub-clause (xiii)

"Two Post-Graduate students of the University one from Humanities and one from Sciences and one Research Scholar to be selected on academic merit in the manner prescribed by an Ordinance".

It may be reported that while circulating the above statute among the members of the Academic Council, an error has crept in inadvertently. The error is in quoting the Clause (1) (xiii) as follows :

Sub-clause (xiii) - "Two PG students, one from Science and one from Social Sciences, and one Research Scholar to be co-opted according to the Ordinance for one year".

The Academic Council at its meeting held on 15th March, 1980 vide its Resolution No.AC:8:80:04 has noted the correction on the Statute 14(1)(xiii).

The matter is placed for the information of the Council.

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- (e) Study leave to Shri Thangnawizuala,
Lecturer, Pachhunga University College

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Shri H Thangnawizuala, Lecturer, Pachhunga University College vide his letter dated 18-1-80 has requested sanction of study leave with effect from 1st May, 1980 to 30th August 1980. Shri Thangnawizuala was earlier granted study leave by the Executive Council vide Resolution No. EC:20:79:19 for one year with effect from 1st May, 1979. The request for modification of the period of leave has been made in view of the fact that the Executive Council Resolution had reached him in the middle of December, 1979, and he feels that it would not be possible for him to make use of the leave already sanctioned.

The matter is, therefore, placed before the Executive Council for consideration and approval of the modification of leave period, i.e., from 1st May, 1980 to 30th August, 1980 as requested for by Shri Thangnawizuala.

Item No. 4

To Consider the amendment of Statute 20 in order to make provision for Selection Committee for the Appointment of the Registrar and the Finance Officer of the University.

In the existing first statute of this University as in the schedule to the NEHU Act, 1973, statutes 4(1) and 5(1) in respect of the Registrar and the Finance Officer respectively state as follows :-

"4(1) The Registrar shall be a whole time salaried Officer of the University"

5(1) The Finance Officer shall be a whole-time salaried Officer of the University."

At the 20th Meeting of the Executive Council held on 22-9-79 the Amendment to Statute 4(1) on the appointment of the Registrar was considered as follows :-

"(1) The Registrar shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose and shall be a whole-time salaried Officer of the University."

The Amendment above was then referred to the Ministry for approval. But the Ministry in their letter No. F/8/12/78-Desk(U) dt. 15.1.80 (Annexure IV) has suggested that necessary amendment be made in statute 20 to provide for the composition of the Selection Committee for the post of the Registrar also in addition to other posts. Likewise, necessary amendment to the said statute be made in respect of the Finance Officer.

It is therefore proposed to amend the existing Clause (1) and Table of Clause (2) of statute 20 as below :-

(a) Substitute the existing clause (1) of Statute 20 as follows :-

(1) There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professor, Reader,

Lecturer, Registrar, Finance Officer, Librarian and Principals of colleges and institutions maintained by the University.

(b) Insert the following entries in the corresponding column 1 and 2 of the 'Table' to clause (2) of Statute 20 after the word 'Lecturer'.

1	2
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Registrar	...	Three persons not in the Service of the University who shall be nominated by the Executive Council for their special knowledge of or interest in University Administration.
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Finance Officer	...	Three persons not in the service of the University who shall be nominated by the Executive Council for their special knowledge of or interest in University Financial Administration.
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The Executive Council is competent to effect the above amendment under section 25(2) of the NEHU Act, 1973.

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

Under Secretary to the Govt. of India

No.F.8-2/78-Desk(U)
Government of India
Ministry of Education & Culture
(Department of Education)

* * *

New Delhi, the 15th January, 1980

To

The Registrar,
North Eastern Hill University,
Lower Lachumiere,
Shillong - 793001.

Subject :- Amendment of Statute - First schedule of the
North Eastern Hill University Act, 1973,
Clause 4(1)

Sir,

I am directed to refer to your letter No. Conf/Stat/79-233 dated December 3, 1979 on the subject mentioned above and to say that the amendment to the Statutes as proposed in your letter does not provide for the composition of the Selection Committee to be constituted for selection of Registrar. I am to request that necessary amendment may please be made in Statute 20 to provide for the composition of the Selection Committee for the post of Registrar also in addition to other posts.

I am also to request that necessary amendments to the Statutes to provide for mode of appointment of Finance Officer may also please be finalised and sent to this Ministry at an early date for obtaining Visitor's approval.

Yours faithfully,

Sd/-

(M.C. Jain)

Under Secretary to the Govt. of India.

Item No. 5

To consider provisions of Section 23 of the NEHU Act

The provisions of Section 23 of the NEHU Act, 1973, reads as :

"Planning Board"

- 23(1) There shall be constituted a Planning Board of the University which shall advise generally on the planning and development of the University and keep under review the standard of education and research in the University.
- (2) The Planning Board shall consist of:-
 - (a) The Vice-Chancellor, who shall be the Chairman, and
 - (b) not more than eight persons of high academic standing who shall be appointed in such manner as may be prescribed by the Statutes.
- (3) The Visitor may determine a date with effect from which the Planning Board shall stand dissolved".

The Statute 16 of the North-Eastern Hill University Act, 1973, reads as:-

16. The Planning Board :- (1) The members of the Planning Board shall be appointed by the Visitor and shall hold office for such period as he may determine.
 - (2) The Planning Board shall, in addition to all other powers vested in it by this Act, have the right to advise the Executive Council and the Academic Council on any academic matter.
 - (3) On the date determined by the Visitor under the sub-section (3) of Section 23 this Statute shall cease to have effect.

The Planning Board of the North-Eastern Hill University was first constituted with effect from July 19, 1973 for a period of one year, Its term has subsequently

Contd/...

been extended twice on year to year basis. The Planning Board was then dissolved with effect from 18th July, 1976.

Under provision of sub-section (3) of Section 23 of the NEHU Act, 1973, and as per Visitor's orders the Planning Board stands dissolved with effect from 18th July, 1976.

Since there is no provision in the Act to revive the Planning Board the Council may consider forming an Advisory Committee- Planning for the working of the University. It may be mentioned that the Executive Council has appointed a Planning Officer of the University vide Executive Council's Resolution No. EC:21:80:50 dated 29th January, 1980.

The matter is placed before the Executive Council for consideration.

Item No. 6

To consider establishment of banking facilities (Branch or Extension Counter) at the Mayurbhanj Complex

It has been felt necessary to establish some banking facilities in the University's Mayurbhanj Complex to overcome the difficulties faced by the teachers and students. The Mayurbhanj Complex hosts all the academic Departments except the three Departments under the School of Physical Sciences.

The Executive Council at its 13th meeting held on 12th August, 1977 resolved that the State Bank of India, Shillong (Main Branch) be permitted to open a Bank Counter by way of extension facilities offered by the Bank at the Administrative Office of the University, without any expenditure involvement for the University. The opening of an Extension Counter by the State Bank of India, Shillong, at the Administrative Office of the University, with effect from 15th September, 1978, was reported to the Executive Council at its 17th meeting held on 23rd September, 1978.

If a Bank Counter is to be established in the Mayurbhanj Complex, it will have to be responsible for realisation of fees payable by students and payment of scholarships and fellowships. In such a case, payments of scholarships and fellowships will have to be made by cheques through the Bank instead of payments in cash as is done at present. This would require the students and research scholars to open their own accounts with the Bank so that the money payable by the University can be transferred to their respective accounts by issue of a single cheque.

Contd/...

In this connection, the Deputy Regional Manager of the United Bank of India, in his letter No.RO/DVP/BRE/01/80 dated 4th January, 1980, addressed to the Vice-Chancellor (Annexure - V.) has expressed willingness to extend banking facilities in the Mayurbhanj Complex.

An opinion expressed on the matter is that it is practicable and advisable to have two Counters, one at the Main Building and another at Mayurbhanj of the same Bank.

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

United Bank of India

Regional Office
Gauhati - 1, Assam

No. RO/LVP/BRE/01/80

4th January, 1980

The Vice-Chancellor,
North-East Hill University,
Shillong (Meghalaya)

Dear Sir,

Re: Business with North East Hill University,
Shillong.

We are glad to learn that the Principal Agent of our Shillong Branch recently initiated a dialogue with you about establishment of our business relation with you. It gives us immense pleasure to learn that in course of discussion on the occasion you expressed your eagerness with all sincerity, in extending all your cooperation and patronage to develop our business activities in your area. As suggested by you we agree in principle to consider the proposal of opening our Branch or extension Counter at the University Campus preferably at Mayurbhanj Castle provided the RBI licence is obtained. We are suitably advising the Principal Agent of our Shillong Branch to collect necessary materials in this regard to enable us to submit our application to RBI for requisite licence.

We are confident that you are fully aware of our involvement through our Branches in the State in development of the area. In view of all the facts we expect that your valued support and patronage will help us a lot in mobilising a good deposit and also securing other business in near future.

Yours faithfully,

Sd/-

Dy. Regional Manager - I

Item No. 7

Write off an amount of Rs.421/- excess D.A. incurred by Dr. J.L. Sailo, Medical Officer, North-Eastern Hill University.

Dr. J.L. Sailo, Medical Officer, NEHU was entrusted with a very special, urgent and confidential work of this University to proceed to Mizoram. Accordingly he performed the assignment. He was advance Rs.2,500/- as T.A/D.A sanctioned vide sanction order No.EX/TA/SANC/79-80/87 dated. 13.6.79.

In view of the Law and Order situation in Mizoram during the period of stay, he had to pay high prices for each item of food stuff, and incurred an expenditure of Rs.665/- An amount of Rs.700/- and Rs.335/- incurred in connection with hiring of a driver in place of Shri Ghasi Porja who fell ill, and repairing of Vehicle, respectively was sanctioned by the Registrar vide letter No.F.30-1/Admn/79-4404 dated 19.12.79 and No.F.30-11/Admn/79-4404 dated 19.12.79.

The D.A. admissible to Dr. Sailo for the period of 13 days is Rs.244/- which is less than the amount of Rs.665/- which he actually incurred.

Therefore, as suggested by the Registrar that due to the exceptional circumstances of the case, Rs.421/- (Rupees four hundred twenty one) only, excess D.A. drawn requires to be written off by the Executive Council in finalisation of this claim for D.A.

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

Item No. 8

Honorarium @ Rs 250/- per month to Dr G S Aurora, Professor & Head, Department of Sociology for performing additional duties as Director of the R.E.C. Project (Rural Electrification as a level of social change in N.E. Region sponsored by Rural Electrification Ltd., New Delhi).

According to the Financial Estimates under the above specific project, which has been duly approved by the Advisory Committee set up for the purpose, there is a provision of Rs 4,000/- (Rupees four thousand) only as honorarium under the entire project. So far no expenditure on honorarium has been paid to any staff who were attached under the said project.

Pending ratification of the Executive Council, the University has provisionally allowed Dr G.S. Aurora an honorarium @ Rs 250/- per month from the date he took over as Director of the Project, i.e., from April, 1979. Dr Aurora has also preferred his claim from April 1979 onwards.

The matter is placed before the Executive Council for ratification of the action taken.

Item No. 9

Honorarium @ Rs 250/- per month to
Dr C N Bhalerao, Professor & Head,
Department of Political Science for
performing additional duties as
Member-Secretary, ICSSR-NERC, NEHU,
Shillong

There is a provision of Rs 3,000/- (Rupees
three thousand) only per annum for the Hony. Director
of the Centre. In absence of the Honorary Director,
the Member-Secretary is in charge of the Centre in
addition to his own duties.

An honorarium @ Rs 250/- p.m., may perhaps
be paid to him with effect from April, 1980, the date
he actually took over charge as Member-Secretary.

It may be mentioned that the Executive
Council had approved the payment of the same amount
of honorarium to Dr G.S. Aurora during 1978-79.

The matter is placed before the Executive
Council for consideration.

Item No. 10

Request from Dr R G Michael, Head,
Department of Zoology, to relieve
him of the Headship.

Dr R G Michael, Head, Department of Zoology,
has in his letter dated 18th March, 1980 addressed to
the Vice-Chancellor (Annexure -VI) requested to be
relieved of the Headship of the Department.

The relevant extracts of the resolution adopted
by the Executive Council at its meeting held on 23rd
September, 1978 reads:

"EC:17:78:45 - Resolved that Dr R. George
Michael, Professor, Department of Zoology
be appointed Head of the Department of
Zoology for a term of three years with
effect from 3rd May, 1977 in terms of
Statute 7.

The Council noted that Dr M K Khare, Reader,
acted as the Head of the Department of Zoology
during the absence of Prof. Michael from the
27th July, 1977 to the 18th June, 1978".

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

Annexure - VI

Copy of letter dated 18th March from Dr R.G. Michael, Professor & Head, Department of Zoology, addressed to the Vice-Chancellor, NEHU, Shillong.

Sir,

I wish to bring to your kind attention that my second tenure of appointment as Head, Department of Zoology at this University will end by 3rd of May, 1980. This is in accordance with the decision of Executive Council in its 17th meeting held on Saturday, the 23rd September, 1978 (E.C. minutes : 17:78:45).

Sir, I will hence complete a total of six years as Head of the Department, the former three years along with Deanship of the School of Life Sciences (1974-77). While I have tried my best to build up the department and the School during these years, it had been at considerable cost of my own personal research. Currently, I am engaged in two major assignments: one to write a volume on the FAUNA OF INDIA series on Indian Cladocera at the National level, the other to edit a book on "MANAGED AQUATIC SYSTEMS" under the 'World Ecosystem Series' and to be published by the ELSEVIERS, Netherlands. In addition to these, three of my Ph.D. students have completed their work which needs correction and scrutiny.

The routine departmental administration and concomitant responsibilities prevent me from doing full justice to above academic commitments. I would therefore kindly request you to relieve me of the headship at the close of the present tenure and make suitable arrangements for take over. I am making this request now so that the decision can be made in advance in the forthcoming Executive Council meeting on 22nd of April.

I would add that my services and responsibilities to the Department and the University will remain the same, as one of the senior teachers of the Institution.

Item No. 11

To consider deputation of Dr S.A.K.Nasar, Department of Zoology, to the XXI Congress of International of Theoretical & Applied Limnology (SIL) and the First Workshop on the Promotion of Limnology in the Developing Countries.

Dr S.A.K.Nasar, Department of Zoology, in his letter dated 15th March, 1980, addressed to the Vice-Chancellor (Annexure -III) has requested the University to depute him to participate in the XXI Congress of International Association of Theoretical and Applied Limnology (SIL) and in the First Workshop on the Promotion of Limnology in the Developing Countries to be held from August 24 to 31, 1980 at Kyoto (Japan).

Dr Nasar has also requested for ^asanction of 30% of the air fare as well as for a travel grant from Shillong to Calcutta and Back.

The matter is placed before the Executive Council for consideration.

To

The Vice-Chancellor,
North-Eastern Hill University,
Shillong-793001.

Through: The Head, Department of Zoology, NEHU.

Sir,

Most respectfully, I am to inform you that I have been invited to participate in the XXI Congress of International Association of Theoretical & Applied Limnology (SIL) and in the First Workshop on the Promotion of Limnology in the Developing Countries to be held from August 24th-31st 1980 at Kyoto(Japan) and would be presenting the following papers:-

- (a) "Limnology in India - What do we do next?"
- (B) "Some limnological observations on a shallow pond of Shillong(India): Physico-Chemical factors and Planktonic succession."
- (c) "Morphological comparisons of Acrossocheilus hexagonolepis (McClelland) from two different environment".

Further, I am to state that in this conference, top ranking scientists are expected to participate and this will provide me an opportunity of exchanging ideas on the subject and to know the activities of different organisations which will also help me in my future teaching and research programme at this University.

I feel pleasure in informing you that for this purpose, I have been awarded the 'Toyota Scholarship' which carries an amount of ₹ 220000 for travelling (i.e., about Rs. 6800=00 at the present rate) and ₹ 60,000 for accommodation etc (copy of the award letter is enclosed herewith).

I, therefore, request you to kindly depute me from the University to participate in the above mentioned conference and since they have given me only about 70% of the Air-fare, rest 30% which comes to amount Rs 4,580.00 may please be sanctioned to me. The cheapest air-fare ex Calcutta/Osaka or Tokyo/Calcutta is Rs 11,378.00 (with a subject to increase that may take place at the time of my journey) according to Air-India. Further, I am to request you to kindly sanction me a travel grant from Shillong to Calcutta and back, for which I will remain ever grateful.

Yours faithfully,

Encl: As stated.

Sd/- S.A.K.Nasar

Contd/...

Submitted to the Vice-Chancellor.

Dr Nasar has actively involved himself in the teaching and research activities of this Department. So far, since his joining this University, he has not availed any such deputation with financial help. In view of the fact that his participation in the Congress and the Workshop will undoubtedly benefit our future programme, I strongly recommend his case for deputation. I might add here that since he has been awarded the 'Toyota Scholarship' which carried most of the expenditure except 30% of the Air-fare, hence, the rest of the Air-fare should kindly be sanctioned to him which can be met out of the 1980-81 budget.

Sd/- R.G. Michael,
 Head,
 Department of Zoology.

KYOTO 1980
S I L XXI Congress

Dr S A K Nasa-r
Department of Zoology
School of Life Sciences
NEHU

October 31, 1979.

Shillong - 793003 Meghalaya: India.

Dear Sir/Madam,

We are very glad to inform you that you have gained the Toyota Scholarship. The scholarship will be provided for assistance to participate in the First Workshop on the Promotion of Limnology in the Developing Countries, which will be held during the XXI Congress of International Association of Theoretical and Applied Limnology, August 24th - 31st, 1980.

It is obligatory that all the scholarship winners must submit an short essay on a given title and participate in the workshop. Details of the obligation will be announced shortly.

The following are the assistance paid to you.

Assistance for travelling - ¥= 220,000
Assistance for accommodation - ¥ 60,000

We must apologize for the reduced amount of payment for a travelling expense, which is equivalent to 70% of the regular price of a return air ticket, consequently more applicants can obtain the scholarship. We wish you could make an effort to buy a ticket within the amount being paid in your country.

The assistance will be paid at the Congress Secretariat in Kyoto International Conference Hall, after your final registration of the XXI SIL Congress, August 24, 1980.

Expecting your cooperation in the workshop and the Congress.

Yours sincerely,

Sd/- Taizo Miura
Secretary- General
The XXI Congress of International
Association of Theoretical and
Applied Limnology.

Item No. 12

To consider the request for furnishing teachers' quarters in Nagaland Campus.

The Officer on Special Duty, NEHU Nagaland Campus, Kohima has in his letter No.GEN- 127/80-81 dt 13th March 1980 informed that the Govt. of Nagaland has temporarily allocated four double Unit quarters for use of NEHU teachers. The quarters are unfurnished. He has proposed that the University may consider furnishing the teachers quarters as the occupants of the quarters are asking for the same. He has therefore requested the Vice-Chancellor to approve an expenditure of Rs.42,491/ for this purpose.

The University has been sanctioning House Rent at the rate of Rs.450/-, Rs.375/- and Rs.250/- to Professors, Readers and Lecturers respectively as per rules. The teachers are supposed to rent houses for themselves and on production of the rent receipt the University disburses the house rent as stated above. The teachers are to pay 10% of the basic salary plus C.C.A. towards the rent of the accommodation to the University. These houses are not furnished by the University. Moreover, there is no allocation of funds for furnishing teachers quarters either in the Headquarters or in the Campuses.

The matter is therefore submitted to the Executive Council for favour of consideration.

Item No. 13

To Consider Regularisation of the period of appointment of Shri Vanlalthinga as Driver, Mizoram Campus, Aizawl from 18-8-79 to 31-12-79.

Shri Vanlalthinga, son of late Dara of Chaltlang, Aizawl was appointed Driver by the Officer on Special Duty, Mizoram Campus, Aizawl vide order No. NEHU/MC/Estt/79/5-11 dated 3-8-79 (Annexure-VIII) subject to the approval of the Vice-Chancellor.

The appointment of Shri Vanlalthinga could not be agreed to by the Vice-Chancellor as no vehicle was in position in the Campus Office. This was communicated vide letter No. FE.11-3/MN/79-120 dated 6.9.79 (Annexure - IX) and the Officer on Special Duty, Mizoram Campus was instructed to cancel the appointment. He, however, pleaded by his letter No. NEHU/MC/Estt-4/79/108-109 dated 15-9-79 (Annexure - X) for retention of the services of Shri Vanlalthinga, whereupon the case was re-examined. The University, however, regretted inability to approve of the appointment and continuance of Shri Vanlalthinga as Driver and intimated the decision vide letter No. FE.11-3/MN/79-786 dated 2-11-79 (Annexure - XI). But Shri Vanlalthinga continued in service till 31st December, 1979 and from 1st January, 1980 the Officer on Special Duty, Mizoram Campus appointed him as Gestetner Operator for a period of six months on a purely temporary and Adhoc basis vide order No. MC/Estt-4/80/160-165 dated 22-2-80 (Annexure - XII). This appointment has been approved by the University and communicated vide letter No. FE.11-3/MN/79-9154 dated 13-3-80 (Annexure - XIII)

As the power of appointment is not delegated to the Officer on Special Duty, Mizoram Campus and as Shri Vanlalthinga was appointed Driver without proper authority, when the vehicle was not in position, matter is placed before the Executive Council for consideration if the period of service rendered by Shri Vanlalthinga from 18-8-79 to 31-12-79 may be approved.

ANNEXURE - VIII

No. NEHU/MC/Estt/79/5-11

Dated Aizawl, the 3rd August, 1979.

ORDER

Shri Vanlalthanga S/O Shri Dara (late) Chaltlang, Aizawl is hereby appointed Driver in the scale of pay Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-400/- plus other allowances as admissible to any other Central Government Employees of the same rank posted at Aizawl with effect from 3-8-'79.

The appointment is subject to the approval of the Vice-Chancellor and is terminable at any time without notice and without assigning any reasons thereof.

Darchhawna
O.S.D., Mizoram Campus, NEHU, Aizawl.

Copy of letter No. FE.11-3/MN/79-120 dated the 6th September, 1979 from Assistant Registrar (Administration) to the Officer on Special Duty (Mizoram Campus).

.....

Subject :- Selection for appointment to various posts in the Office of the Mizoram Campus.

I am directed to convey the approval of the Vice-Chancellor to your proposal contained in your letter No. NEHU/MC/Estt-4/79- dated 30th July, 1979 for appointment of the following persons against the posts shown against their names from the dates of their joining.

- | | | |
|--|--------|--------------------------|
| 1. Shri H. Thangliana | ... | Accountant |
| 2. Snt. Zothanzuali | ... | Junior Stenographer |
| 3. Shri H.S. Zoliana | ... | Lower Division Assistant |
| 4. Shri Zonunsanga | ... | Duftry-Cum-Despatcher |
| 5. Shri K. Ngurthanzula }
Shri K. Sangthuma } | | Peon |
| 6. S-hri Lianthuama | ... | Chowkidar |

Regarding your proposal for appointment of Shri Vanlalthanga as Driver vide your office order No. NEHU/MC/Estt/9-15-11 dated 3rd August, 1979, it is felt that there will be no justification to appoint a driver when a vehicle is not in position and as such the above appointment order may kindly be treated as cancelled.

Formal appointment orders are being issued by the University. It is requested that 7 copies of the charge reports of each candidate may kindly be sent to this Department for record and necessary action. A sample copy of the charge report is enclosed herewith.

Copy of letter No. NEHU/MC/Estt-4/79/108-109 dated Aizawl, the 15th September, 1979, from Officer on Special Duty, Mizoram Campus, NEHU, Aizawl, to Assistant Registrar (Admn) NEHU, Shillong.

.....

Kindly refer to your letter No. cited above regarding appointment of staff in the office of the Officer on Special Duty, Mizoram Campus, Aizawl.

1.

2. Para 2 of your letter may also kindly be referred to. I am aware that provision is there for the post of two drivers for this office. I have, however, appointed one Driver Shri Vanlalthanga vide this office order No. NEHU/MC/Estt/79/5-11 dated 3-8-79 who has now been released by his parent office vide Director of Education's order No. DE.9/PF/35/77/34 dated 8-8-1979 and submitted joining report on 18-8-1979 (afternoon). This appointment was necessary because as was approved earlier by Vice-Chancellor vide No. FA.12-1/MN/79-6262 dated 14-6-79 to the hiring of private vehicles on official dire necessities, an Ambassador Car No. ZRM-27 belonging to Shri Hrangbana was hired by me during P.U.C. Special Exam. and Shri Vanlalthanga, Driver had been engaged then. Besides, mention may also be made that the former Registrar, O.K.C. Grover was repeatedly reminding me that vehicles for Mizoram Campus would soon be in position for which money was already paid to the firm. In that case, appointment of one Driver by this time from two sanctioned posts may well be justified as one driver may be needed any moment.

3. In view of the fact stated above, formal appointment order be issued in favour of Shri Vanlalthanga, driver approving what was done to him by this office.

.....

Copy of letter No. FE-11-3/MN/79-786 dated Shillong, the 2nd November, 1979 from Assistant Registrar (Administration) to the Officer on Special Duty, Mizoram Campus, Aizawl, Mizoram.

.....

Subject :- Appointment of a Peon and a Driver

Kindly refer to your letter No. NEHU/MC/Estt-4/79/108-109 dated the 15th September, 1979 regarding the appointment of a peon and a driver in the Campus Office.....

The matter of appointment of Shri Vanlalthanga as Driver was further examined by the Department on the reference made by you. The Vice-Chancellor, however, regrets his inability to approve of the appointment of the Driver in the absence of a vehicle owned by the University. He further desires that the services of Shri Vanlalthanga may be returned to his parent department giving suitable notice. His case will no doubt be considered for appointment when a vehicle is purchased and is in position in the Campus Office.

.....

In view of the fact stated above, formal appointment order is issued in favour of Shri Vanlalthanga, Driver reporting what was done to him by this office.

No. MC/Estt-4/80/160-165

22 Feb 1980

O R D E R

Shri Vanlalthanga, son of Shri Dara (late), Chaltlang, Aizawl, who was originally appointed as Driver vide No. MC/Estt/79/5-11 dtd 3.8.1979, is hereby entertained on a purely temporary and adhoc basis, as Gestetner Operator in the administrative department of NEHU, Mizoram Campus, Aizawl in the scale of pay of Rs. 260-6-326-EB-8-350/- p.m. plus other allowances as admissible to any Central Government employees of the same rank posted at Aizawl, for a period of six months w.e.f. 1st January, 1980.

Sd/- Darchhawna
Officer on Special Duty, NEHU,
Mizoram Campus, Aizawl.

.....

cc :

- 1) Pro-Vice-Chancellor, NEHU., Shillong
- 2) Registrar, NEHU, Shillong. He is requested to kindly communicate approval of Vice-Chancellor.
- 3) P.S. to V.C.
- 4) O.S.D. (Finance), NEHU., Shillong
- 5) Shri Vanlalthanga
- 6) Office File.

.....

Copy of letter No. FE.11-3/MN/79-9154 dated the 13th March, 1980 from M.R.Mawlong, Registrar, to the Officer on Special Duty, Mizoram Campus, NEHU., Aizawl.

.....

Subject :- Appointment of Shri Vanlalthinga as Gestetner Operator for a period of six months with effect from 1-1-80.

With reference to your number cited above, appointment of Shri Vanlalthinga, son of late Dara of Chaltlang, Aizawl as Gestetner Operator for a period of 6 (six) months with effect from 1-1-80 on a purely temporary and adhoc basis is hereby approved.

Regarding the appointment of Shri Vanlalthinga as Driver from 18-8-79 to 31-12-79 the matter will be referred to the Executive Council for consideration.

.....

- (1) Pro-Vice-Chancellor, NEHU, Shillong
- (2) Registrar, NEHU, Shillong. He is requested to kindly communicate approval of Vice-Chancellor.
- (3) P.S. to V.C.
- (4) O.S.D. (Finance), NEHU, Shillong
- (5) Shri Vanlalthinga
- (6) Office File

.....

Item No. 14.

Temporary and adhoc appointment of teachers and officer in academic and administrative Departments

Due to exigencies of work in the University, it was found necessary to extend the term of appointment of some teachers and officers on temporary and ad hoc basis in the interest of the University.

The names of the teachers and officers with their date of appointment and date of extension may be found at Annexure - XIV.

The matter is placed before the Executive Council for ratification of the action by the Vice-Chancellor.

Annexure - XIV

Name	Department	Designation	Date of appointment	Remark
1. Shri B. Dam	Finance & Accounts.	Asstt. Finance Officer	1.2.80 to 31.1.81	for a period of one year
2. Shri S.Lorin	Political Science	Lecturer	28.2.80 to 27.4.80	for a period of two months
3. Shri E.D.Thomas	Economics	Lecturer	3.3.80 to 31.5.80	for about 3 months
4. Shri P.G.Momin	Geography	Lecturer	11.2.80 to 10.5.80	for a period of 3 months.

Temporary appointment of Dr E N Lall
Reader, Department of English

Dr E N Lall, Reader, Department of English was appointed on temporary basis for a period of one year with effect from 14th May 1979(AN) and the term of his appointment is due to expire on 14th May, 1980.

According to the offer of appointment given to Dr Lall it was stated that the appointment will be for a period of one year but likely to continue. This arrangement was made due to the fact that Dr Brijraj Singh, Reader now working in Delhi University has been allowed to hold a lien to the post. It has already been decided that Dr Brijraj Singh be absorbed/transferred permanently to Delhi University with effect from 17th July, 1978 and the matter is being finalised very soon.

In view of the fact that the Selection Committee did not mention anything regarding his appointment for a specific period of one year vide (Annexure - XV), the matter is placed before the Executive Council for consideration as to whether the term of appointment of Dr E N Lall be extended beyond 14th May, 1980 on regular basis.

Annexure - XV

Minutes of the Selection Committee meeting to select a Reader in English which met on Thursday, 1st March, 1979, at 11.00 A.M., at Dr B.C.Roy, Institute of Basis Medical Sciences, 244 Acharya J.C.Bose Road, Calcutta - 20.

The following members constituted the Committee:

- 1. Dr A.K.Dhan, Vice-Chancellor :: Vice-Chancellor
- 2. Prof. K.M.Lodha :: Visitor's Nominee
- 3. Prof. Jagdish Chander: Expert
- 4. Prof. D.Thakur :: Expert
- 5. Prof. A.G.George :: Head of the Department of English, NEHU.

Prof. A.Ansari, Vice-Chancellor's Nominee, who agreed to be on the Committee, could not be present.

The following candidates, who responded to the interview call, were interviewed:

- 1. Dr Narayan Sharma
- 2. Dr R.K.Mathur
- 3. Dr Emmanuel Narendra Lall.

The Committee recommends Dr Emmanuel Narendra Lall for appointment as Reader in English protecting his present pay.

K.M.Lodha	Jagdish Chander	D.Thakur
A.G.George	A.K.Dhan	

Item No. 16

Appointment of retired personnels as
U.D.Assistants in Finance and Accounts
Department.

For compilation of arrear accounts in this
University, the services of the following retired
persons were utilised in Finance and Accounts
Department, on re-employment basis, as shown against
their names:

Sl. No.	Name & designation	Date of re-employ- ment	Date of attain- ing 60 years.	Date upto which appointed
1.	Shri R.Chakravarty U.D.A.	17.3.78	31.1.80	20.2.80
2.	Shri C.R.Paul, U.D.A.	26.7.78	31.1.80	20.2.80
3.	Shri H.K.Majumdar U.D.A.	17.3.78	31.1.80	20.2.80
4.	Shri R.N.D.Choudhury, U.D.A.	4.12.78	30.11.80	31.3.80
5.	Shri S.B.Bhattacharjee U.D.A.	19.9.78	30.4.80	31.3.80
6.	Shri A.K.Deb,U.D.A.	5.7.79	29.2.80	31.3.80

For work relating to monthly accounts, adjustment
of outstanding advances, and getting the annual accounts
for the year 1978-79 audited and accepted by Accountant
General, besides disposal of POS, audit notes, etc.,
their services had to be extended upto the dates shown
against their names in column 5 above.

For retention of the services of the retired
persons beyond the age of 60 years as indicated in
serial numbers 1,2,3 and 6 above, in view of the crucial
stage of compilation of the accounts and the difficulty
of getting fund released by the UGC, the matter is
placed before the Executive Council for ratification
of the action taken.

Item No. 17

Temporary appointment of Dr K.Bez,
Reader, Department of Economics -

Dr K.Bez, Reader, Department of Economics was appointed for a period of one year with effect from 4th May 1979 and the term of his appointment is due to expire on 3rd May, 1980.

Dr Bez was actually interviewed for the post of Professor but the Selection Committee had recommended his appointment for the post of Reader but nothing was mentioned about the term of his appointment.

The matter is placed before the Executive Council to consider whether the term of appointment of Dr Bez be extended beyond 3rd May, 1980 for a specific period or regularise his appointment.

Item No. 18

Resignation of Shri A.D. Majumdar, Lecturer,
Pachhunga University College, Aizawl.

Shri A.D. Majumdar, Lecturer in Mathematics, Pachhunga University College, Aizawl who joined the College on 30-12-70 has tendered his resignation of appointment with effect from 22-9-79 vide his resignation letter on the same date to enable him to join his new assignment in Hojai College in Nowgong.

The Ordinance on Service conditions of teachers has the following clause on the subject of resignation :-

"A teacher may, at any time terminate his engagement by giving the Executive Council 3 months' Notice in writing. Provided that the Executive Council may waive the requirement of **notice** period at its discretion."

His resignation has been accepted by the Vice-Chancellor with effect from 22.9.79 subject to condonation of the deficiency in the notice period by the Executive Council.

The matter is placed before the Executive Council for **favour** of approval of the action taken.

Item No. 19

Resignation of Dr. C.R. Nag, Professor
and Head, Department of Philosophy,
Pachhunga University College.

Dr. C.R. Nag, Professor and Head, Department of
Philosophy, Pachhunga University College, Aizawl who joined
the College on 9.4.69 tendered resignation of his appointment
to enable him to join his new assignment as Assistant Professor
in Philos-ophy under the Government of Tripura

The Ordinance on Service Conditions of teachers has
the following clause on the subject of resignation :-

"A teacher may, at any time terminate his engagement
by giving the Executive Council 3 months' notice in writing.
Provided that the Executive Council may waive the requirement
of notice period at its discretion."

His resignation has been accepted by the Vice-Chancellor
and he was relieved on 27.2.80(AN) subject to condonation of
the deficiency in the notice period by the Executive Council.

The matter is placed before the Executive Council
for favour of approval of the action taken.

Item No. 20

Resignation of Shri N. Rynjah,
Project Officer, Engineering
Cell, Campus Development.

Shri N. Rynjah (a retiree Additional Chief Engineer (P.W.D.) who was appointed as Project Officer (Engineering Cell) Campus Development Department. on a yearly contract basis with effect from 1.6.76 has tendered his resignation of appointment with effect from the early part of April, 1980 to enable him to join his new assignment as Managing Director in the Meghalaya Construction Corporation Limited. The present term of his appointment is due to expire on 31.5.80.

His resignation has been accepted by the Vice-Chancellor with effect from 5.4.80 (FN).

The matter is reported to the Executive Council for approval of the action taken by the Vice-Chancellor.

Item No. 21

Resignation of Shri Navarajan Gupta,
Lecturer, Department of Economics.

Shri Navrajan Gupta, Lecturer, Department of Economics North Eastern Hill University, S. hillong who joined this University with effect from 10.8.76 tendered resignation of his appointment with effect from 25.3.80 (FN) to enable him to join his new assignment as Economic Analyst in the Punjab National Bank.

The Ordinance on Service Conditions of teachers has the following clause on the subject of resignation :-

" A teacher may, at any time terminate his engagement by giving the Executive Council 3 months' notice in writing Provided that the Executive Council may waive the requirement of notice period at its discretion".

His resignation has been accepted by the Vice-Chancellor and he was relieved on 25.3.80 (FN) subject to condonation of the deficiency in the notice period by the Executive Council.

The matter is placed before the Executive Council for favour of approval of the action taken.

Item No. 22

Resignation of Dr. S.P. Bhattacharya, Reader, Department of Educational Research and Studies Nagaland Campus, Nagaland.

Dr. S.P. Bhattacharya, Reader, Department of Educational Research and Studies, who joined this University on 28.3.79(AN) tendered resignation of his appointment with effect from 1.3.80(FW) to enable him to rejoin his original post as Lecturer in the Technical Teachers' Training Institute, Calcutta.

The Ordinance on Service Conditions of teachers has the following clause on the subject of resignation :

" A teachers may, at any time terminate his engagement by giving the Executive Council 3 months' notice in writing. Provided that the Executive Council may waive the requirement of notice period at its descretion".

His resignation has been accepted by the Vice-Chancellor and he was relieved on 1.3.80 subject to condonation of the deficiency in the notice period by the Executive Council.

The matter is placed before the Executive Council for favour of approval of the action taken.

Item No. 23

Appointment of Shri P.G. Momin, Lecturer,
Department of Geography.

Shri P.G. Momin Joined this University on temporary basis on the recommendation of the Local Selection Committee with effect from 11.9.79 to 15.12.79 (Vide EC resolution No. 21:30:26 dt. 29.1.80) and again from 11.2.80 to 10.5.80.

The Head, Department of Geography has reported that Shri Momin has assisted in the effective teaching and functioning of the Department and during the vacation period has done the evaluation work of the internal assessment. In view of this he has recommended that he may be appointed as Lecturer during the vacation period (i.e. 16.12.79 to 10.2.80).

The matter is placed before the Executive Council for consideration.

Item No. 24

Deputation of Smt. Stella Nora War and
Smt. Kyntangmon Marbaniang, Junior
Library Assistants.

Smt. Stella Nora War and Smt. Kyntangmon Marbaniang both Junior Library Assistants from the Library Department have been granted leave for a period of 2 months with effect from 6.3.80 to 4.5.80 to enable them to attend the 4 months' course in Library Science in Banaras Hindu University, Varanasi, The course has commenced from the 1st week of March. There will be a vacation of 2 months of some time in May and June 1980 and during which time both the assistants will return to duty to resume their normal duties. Then the course will again start for another 2 months when they will apply for necessary leave as admissible to them.

Their applications for the course were duly forwarded by this University on the recommendation of the Librarian and it was also certified that the course was in the interest of public service.

Incidentally, the duration of the course, i.e. 4 months, is for this year only.

The matter is reported to the Executive Council for approval of the action taken by the Vice-Chancellor.

Item No. 25

Appointment of Michael George as Liaison
Assistant, Gauhati.

To Solve the various difficulties faced by the University teachers, S taff, members of various committees and Visitors of this University, like making travel arrangements, cancellation etc., moreover, with the present situation prevailing in Gauhati it was felt necessary to open up a Liaison office at Gauhati, equiped with a phone and a small rest room.

Shri Michael George a suitable candidate and a resident of the Airport at Gauhati was therefore given appointment as U.D. Asstt. since rede-signated as Liaison Assistant. His duty would be to arrnage all the necessary bookings, cancellations of train and aeroplane tickets. etc. for the benefits of t he employees of the University.

The matter is reported to the Executive Council for approval of the action taken by the Vice-Chancellor.

Item No. 26

Release of Shri R. Kharlukhi as Registrar
and appointment of Mrs. M.R. Mawlong as
Registrar

Shri R. Kharlukhi as IAS Officer, West Bengal Cadre who joined this University on 21.8.75 as O.S.D., Campus Development on deputation, was released from this University on 19.2.80 (AN) from this University after the expiry of his term of deputation and he was relieved by Mrs. M.R. Mawlong an ACS who was working as Deputy Secretary, Govt. of Meghalaya. She took over the charge of office of the Registrar with effect from 19.2.80 (AN) on deputation basis and the term of her tenure has been given till 19.10.81 for the residue of the term of Shri O.K.C. Grover, the former Registrar, NEHU in pursuance of the Govt. of India's letter No. F.8-6/76 (Desk(U) dt. 5.2.80.

The matter is reported to the Executive Council.

Item No. 27

Introduction of Remedial Courses

The Academic Council vide its Resolution No. AC 6:79:05 dated 12th May, 1979 approved the introduction of Remedial Courses with effect from the current academic year. In pursuance thereof, the Vice-Chancellor has taken the following action which is submitted for ratification and approval of the Executive Council.

1. Payment of honorarium to the faculty members at the rate of Rs 250/- per month.
2. Institution of Scholarships at the rate of Rs 250/- to be paid to the selected candidates/ the difference between the scholarship enjoyed by the selected candidates and Rs 250/-.
3. Expenditure on account of transport by Mini Bus;
4. Appointment of Steno-Typist for the course;
5. Admission of candidates who are not selected for the course without any financial commitment or transport facilities.

(5) One - part of Peon.

Item No. 28

To consider Minutes of the Standing
Library Committee meeting held
on 23rd February, 1980.

The Minutes of the meeting of the Standing
Library Committee held on 23rd February, 1980, are
placed at Annexure - XVI) for consideration of the
Executive Council.

MINUTES OF THE STANDING LIBRARY COMMITTEE HELD ON 23RD FEB. '80

A meeting of the Library Committee was held on the 23rd February, 1980 at 11.30 a.m. at Mayurbhanj Campus. Members present at the meeting were as follows :-

- 1. Dr. S.C. Banwar - Pro. Vice-Chancellor (in the chair)
- 2. Dr. R.G. Michael - Head, Zoology Department.
- 3. Dr. A.G. George - Dean, School of Languages
- 4. Dr. P.S. Ramakrishnan - Dean, School of Life Sciences
- 5. Dr. C.L. Anand - Dean, School of Educational Research & Training
- 6. Dr. H. Junjappa - Head, Chemistry Department
- 7. Mother Anne - Principal, St. Mary's College
- 8. Shri J.C. Binwal - Librarian, NEHU, Shillong

The Library Committee considered the following items in the agenda and resolved as follows :-

- 1. Considered the minutes of the last meeting held on 22nd August, 1979.
Resolved that the minute be confirmed.
- 2. Considered the allocation of Rs. 16,10,000. as sanctioned vide A.F.O. letter No. FA.11/BV/JNLS/77-78/2152 dt. 22.11.79
Resolved that the allocation (Appendix 1) be approved.
- 3. Considered the library rules.
Resolved that the rules (Appendix 2) be accepted with the following additions to rule No. 1 and modification in rule no. 6

Additions :

Rule No. 1 - Eligibility for library membership.

Resolved that a 'D' category providing membership to teachers of affiliated colleges be added to the three existing categories.

Modifications :

Rule No. 6 - Conditions regarding issue of books.

Resolved that clauses D(a) and E(a) be modified as follows :-

	<u>No. of vol.</u>	<u>Loan period</u>	<u>Amount</u>
6 D(a) - Research Students	6 + 2 (RR)	15 days	Rs. 50/- and annual fee of Rs. 3/-
6 E(a) - Teachers of affiliated Colleges	2	15 days	Rs. 50/- and annual fee of Rs. 3/-
(b) - Others	2	15 days	Rs. 100/- and annual fee of Rs. 5/-

Contd..../-

4. Considered rules for reprographic service.
Resolved that rules (Appendix 3) be accepted.
5. Considered a representation from Shri P. Pradhan, Laboratory Technician, Botany Department requesting for Library issue facilities as equivalent to lecturers.
Resolved that in case of technical assistants who are taking classes, the number of books may be increased to 10 (ten) at a time.
6. Considered the 6th plan proposals.
Resolved that the proposals (Appendix 4) be accepted. Further, resolved that the Librarian should be ready with additional proposals in case of availability of more funds.
7. Considered the Annual Report for 1978-79.
Resolved that the same (Appendix 5) be accepted.
8. Considered the Report on Stock-taking.
(Librarian's Note : The loss as a whole comes to about 5% for the period 1973-78. This should be taken as inevitable and the books lost may be allowed to be written off).
9. Resolved that the books lost be written off.

The Committee further resolved that the Pro-Vice-Chancellor may appoint a small committee with the Librarian as one of the members to look into certain cases of loss of periodical volumes.

9. Considered extending benefits of study leave provisions to Library staff for undergoing training in Library Science Courses on the pattern of Delhi University.
Resolved that the proposal be accepted in principle and referred to the Executive Council.
It was further resolved that the Librarian should prepare a special Note in this connection to be placed before the Executive Council.
10. Considered proposals from the Head of Departments of Sociology, Education and IAS Training Centre for shifting their departmental libraries to the Central Library.
Resolved that the departmental libraries of Sociology and IAS be shifted to the Central Library.
The Committee differed decisions in case of Education.
11. Considered purchase of Khasi Books on 5% discount.
Resolved that the proposal be accepted in view of the limited market of Khasi books.

12. Considered payment of postal charges to book suppliers.
Resolved that the matter be examined by the Finance.

13. Considered the Academic Council Resolution No. 22, dated 1.9.79 referred to Standing Committee in connection with helping the affiliated colleges in acquiring books recommended for reading in various under graduate syllabi.
Resolved to accept the proposal in principle. The Librarian was requested to survey the needs of Colleges and put up concrete proposals for implementation.

Sd/- Secretary

Sd/- Chairman.

Details of the allocation of Rs. 16,10,000
as sanctioned vide A.F.O. letter No. FA.II/
BV/JNLS/77-78/2162 dt. 22.11.79 for the
Year 1979-80.

Renewal of periodicals for 1980 : Rs. 6,10,000

Mizoram Campus :

English	Rs. 50,000	
Economics	Rs. 50,000	
Education	Rs. 50,000	
		Rs. 1,50,000

Nagaland Campus :

English	Rs. 50,000	
Economics	Rs. 50,000	
Education	Rs. 50,000	
		Rs. 1,50,000

Allocation for purchase of books :

English	Rs. 33,000	
Philosophy	Rs. 33,000	
Pol. Science	Rs. 33,000	
History	Rs. 33,000	
Sociology	Rs. 33,000	
Economics	Rs. 33,000	
Education	Rs. 33,000	
Physics	Rs. 38,000	
Chemistry	Rs. 38,000	
Botany	Rs. 38,000	
Zoology	Rs. 38,000	
Geography	Rs. 38,000	
Mathematics	Rs. 38,000	
Central Library General & Refer- ence & U.N. Collection	Rs. 50,000	
Text Book Bank	Rs. 50,000	
Periodicals (per- taining 1978-79)	Rs. 40,000	
Cont. Education	Rs. 6,500	
Creative Arts	Rs. 6,500	
		Rs. 6,12,000

Payment of outstanding bills
 pertaining to purchase of back
 volume (Chemistry & Physics)

Rs. 88,000

TOTAL Rs. 16,10,000

NORTH-EASTERN HILL UNIVERSITY

LIBRARY RULES

(1) Eligibility for Library Membership :-

The following shall be eligible to become members of the Library :-

- (a) Teachers, students, officers and other employees of the University.
- (b) Retired teachers and officers of the University who are residing in Shillong.
- (c) Any other person whose name is recommended by the Head of a Department and approved by the Vice-Chancellor.

(2) Procedure for Enrolment :-

All categories of members shall fill in the prescribed forms and make the necessary deposit to become members of the Library. Members will be given Pass Book/Borrowing Cards for borrowing books.

(3) Loss of Pass Book/Card :-

If a member loses a Pass Book/Card, it should immediately be reported to the Librarian. The Librarian may issue a duplicate set of Cards/Pass Book on payment of a fine of Rs. 5/-

(4) Termination of membership :-

Any member intending to terminate the membership shall return all the books borrowed. On surrendering the Pass Book/Cards, the Librarian shall issue a "no dues" certificate.

(5) Refund of Caution Deposit :-

A member who has terminated his membership may claim a refund of the caution deposit from the Finance Department of the University after producing the "no dues" certificate from the Librarian. In the case of members who do not have to make any caution deposit, the Finance Department will settle the accounts only on production of a "no dues" certificate from the Librarian.

(6) Conditions regarding issue of books :-

Category of members.	No. of volumes.	Loan period	Amount of caution deposit.
(1)	(2)	(3)	(4)
A. <u>Teachers</u>	20	1 month	Nil
B. <u>Technical Staff.</u>	6	15 days	Nil.
C. <u>Administrative Staff</u>	4	15 days	
(a) <u>Officers -</u>	4	15 days	Nil.
(b) <u>Other Staff -</u>	2	15 days	Nil.

Category of Members.	No. of volumes.	Loan period	Amount caution deposit.
(1)	(2)	(3)	(4)
D. Students			
(a) Research students (reading room cards)	6 + 2	15 days	Rs. 25/- + annual fee of Rs. 3/-.
(b) Post-Graduate students (reading room card)	3 + 1	7 days	Rs. 25/- + annual fee of Rs. 3/-.
E. Other Categories	2	15 days	Rs. 100/- + annual fee of Rs. 5/-.

(7) Responsibility of Borrower :-

Each borrower will be responsible for the books borrowed against the Card/Pass Book issued to the member and for the return of the books to the Library without damage.

(8) Suspension of Membership :-

In the event of misuse or damage of the books borrowed by a member, the Librarian will have the powers to suspend the member and report the matter to the Vice-Chancellor for appropriate action.

(9) Damage of Books :-

If any member of the Library is found guilty of mutilating or defacing a book, writing in the margin or on the print, or of destroying or damaging Library property, such members shall be required to replace such books or properties damaged. If such book is one of a set or a series and the volume cannot be obtained singly, the members shall be asked to replace the entire set or series. Such members may also be fined for the offences and debarred from further use of the Library.

(10) Reference Section :-

Reference books, rare books, unbound periodicals and any other expensive or other-wise precious material will not be issued but will be kept apart in the reserve section of the Library for on-the-spot use by the members. However, the Librarian may, at his discretion, permit overnight issue of such materials to the teaching staff only.

(11) Re-issue of Books :-

Books can be reissued to the borrower for another week/month provided those books have not been requisitioned by any other member. However, reissuing will be done only after the books have been first returned and return entry made in the book card.

(12) Loss of books :-

If a book borrowed is lost, the member who borrowed it shall have to replace it.

(13) Fine for late return :-

Any member delaying the return of a book after the due date will be fined 10 paise per book for each date of delay and delay in the return of a text book issued for overnight use will be fined @ 25 paise per book for each hour of delay. Further, the Librarian shall have the power to refuse issue of books to a frequent defaulter.

(14) With-holding of results :-

The out-going students are required to produce a clearance certificate from the Librarian in the absence of which the results of their University Examination are liable to be withheld.

(15) Special Powers :-

The Librarian shall have the power to refuse the issue of a book or to recall any book from a borrower if it is considered necessary in the interest of the Institution.

(16) Conditions of loan :-

Members shall take books on loan in person. However, teachers and other officers may borrow books through an authorised Agent and with a letter mentioning the names of the volumes required.

(17) General :-

(a) Personal belongings such as handbags, umbrellas, files, personal books etc. should be left with the attendant at the entrance of the Library.

(b) Smoking, chewing betel, speaking and talking is not allowed inside the Library.

(c) Pets like dogs, cats etc. shall not be brought into the Library.

(d) Books, periodicals etc. taken by members from the shelves may be left on the tables provided for this purpose.

(18) Stock verification :-

All materials on loan irrespective of the normal due date shall be returned within a fortnight in the event of an annual stock verification.

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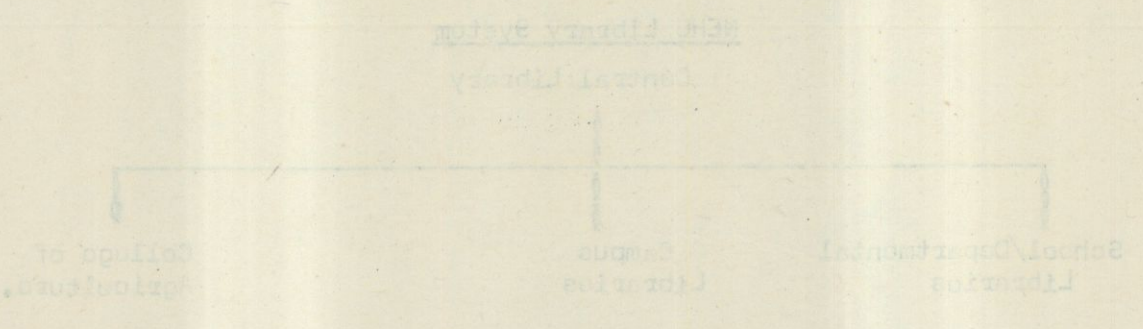
1. Indents received will be executed in the order of their receipt in the section.
2. The indenter will have to sign an Undertaking to the effect that the material reprographed will be used only for teaching and research purposes.
3. The charges for each Xerox copy will be Rs. 0.50 only (fifty paise only).
4. Full payment will have to be made against receipt before taking delivery.

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1. Department of Zoology
2. Department of Mathematics
3. Department of Physics
4. Department of Chemistry
5. School of Education

Further, as the jurisdiction of the University extends to Nagpur, Wardha and the Union Territories of Nagpur and Amudoli, the University has already started two campuses, one at Khatwa and the other at Akhal. Efforts have also been initiated to develop and open the library in these campuses, in addition to these. College of Agriculture started in October, 1978 is also going ahead with the development of its library.

Thus, the existing structure of the NEWU library system is as follows:



INTRODUCTION :

The Library system of North-Eastern Hill University is in developing stage. Started in 1973, it has about 78,143 volumes consisting of books and back volumes of periodicals. It is subscribing about 1,000 periodicals. It serves about 13 departments, 2 centres, 450 post-graduate students, 120 research scholars, 125 faculty members and 500 other employees of the University. This strength of books, readers and staff is increasing year by year. New Schools & departments are being planned to be started. New campuses are being set up. Thus the way University is expanding, it needs a dynamic library system.

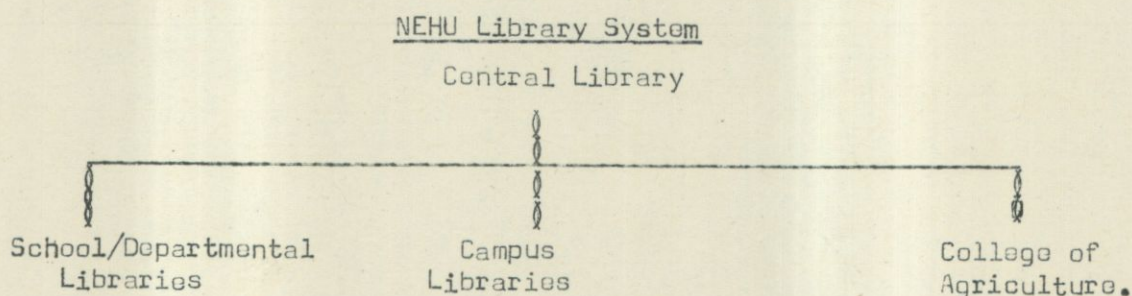
1. Present structure :

The Central Library is housed in Mayurbhanj Palace along with the School of Languages, North-Eastern Regional Centre of ICSSR and the Teachers' Association of the University. Besides Central Library, there are the following departmental and school libraries :-

1. Department of Sociology
2. Department of Mathematics
3. Department of Physics
4. Department of Chemistry
5. School of Education.

Further, as the jurisdiction of the University extends to Meghalaya, Nagaland and the Union Territories of Mizoram and Arunachal Pradesh, the University has already started two campuses, one at Kohima and the other at Aizawl. Efforts have also been initiated to develop and equip the libraries in these campuses. In addition to these, College of Agriculture started in October, 1978 is also going ahead with the development of its library.

Thus, the existing structure of the NEHU Library system is as follows :-



The next question arises as how the present system is working. Under the existing system, the Central Library is performing the following functions :-

1. Procures and processes books and periodicals for the entire system.
2. Houses, maintains and fosters use of books and periodicals relating to School of Life Sciences, School of Languages, School of Social Sciences, School of Environmental Sciences.
3. Provides lending services.
4. Provides reprographic services.
5. Provides documentation services.

The school, college, departmental and campus libraries are working as service units. Most of these libraries are working without any professional staff with limited hours of opening.

The present system suffers from some intrinsic defects. Firstly, in this age of inter-disciplinary approach in teaching and research, the collection should not have been allowed to be bifurcated at individual departmental level. It should have been limited to school level with provision of professional staff. Secondly, the Central Library has not been provided adequate space, professional staff and equipment.

1.1. Recurring needs of the existing library system :

1. Books and periodicals :- The University spent about Rs. 80.00 lakhs during the Fifth plan for purchase of books, back volumes and subscription of current periodicals. In other words, we spend out an average of Rs. 16.00 lakhs per year on purchase of books and subscription to periodicals. We have now about 1,000 periodicals to be renewed each year. Further, the way University is expanding its teaching and research programmes, it needs new books and periodicals to be added each year to meet the requirements of the teaching and research. Therefore, the recurring book grant of the University can in no case be less than Rs. 16 lakhs per year. Further it should increase at the rate of 10% each year in consonance with the corresponding increase in prices of books and periodicals. It will not be out of place to mention here that other Central Universities have recurring book ^{budget} ranging from Rs. 18.00 lakhs to Rs. 25.00 lakhs per year.

Thus, the recurring book grant of the University should be as follows during the Sixth-Five Year Plan :-

1979-1980	-	16.00
1980-1981	-	17.60
1981-1982	-	19.36
1982-1983	-	21.29
1983-1984	-	<u>23.40</u>
	Rs.	97.66 lakhs.

1.12 Staff :

Salary payable for the professional and non-professional staff appointed during the Fifth plan will be as follows :-

1979-80	=	3,81,474/=
1980-81	=	3,89,474/=
1981-82	=	3,90,474/=
1982-83	=	4,00,474/=
1983-84	=	<u>4,11,474/=</u>
		19,73,370/=

1.13 Miscellaneous :

Library spends on an average Rs. 50,000.00 per year on the following items of recurring nature :-

1. Binding
2. Purchase of Catalogue cards and books cards etc.
3. Printing.

Further, from this year, Reprographic section has been started. It will be strengthened in the Sixth Plan.

Therefore, the recurring miscellaneous budget of the library shown under as follows :-

1979-80	=	65,000
1980-81	=	65,000
1981-82	=	65,000
1982-83	=	65,000
1983-84	=	<u>65,000</u>
		3,25,000

Spill over from earlier plan :

21 books	=	10.00 lakhs (being utilized in 1979-80)
22 bindery	=	0.50 lakhs (sanction awaited)
23 Staff	=	0.50 (Letter sent to the U.G.C. for sanction)

Total = 11.00 lakhs.

2. Revised structure :

The University proposes to develop the NEHU Library System in the Sixth Year Plan along the following lines :-

1. Central Library
2. School/College libraries
3. Campus libraries
4. City Study Centres.

The functions of each type of library will be as follows :-

1. Central Library :-

- 1) It will acquire books and journals for the entire system;
- 2) It will provide technical processing facilities for the entire complex ;
- 3) will maintain a union catalogue of books and periodicals covering the holdings of all the libraries of NEHU complex;
- 4) Provide documentation service for teachers and research scholars ;
- 5) provide reprographic services (micro-filming, photocopies etc.) to all the University Community, at a nominal rate;
- 6) Will provide reference service and instructions in the use of the library to the students ;
- 7) will build up a comprehensive collection on North-Eastern Region;
- 8) will develop a data bank on North-Eastern region;
- 9) will co-ordinate the services of all the libraries in NEHU;
- 10) will encourage subject specialization among the staff so that eventually the central library may be organized in subject departmentalization basis and the members of the staff act as literature specialists.

2. School and College libraries :-

These may be divided into two types; those having professional courses and others having non-professional courses. The former includes at present College of Agriculture, Nagaland. The latter covers Schools of Languages, Social Sciences, Education, Physical Sciences, Life Sciences and Environmental Sciences.

Professional Courses :-

These libraries like College of Agriculture will cater to the needs of both under-graduate and post-graduate students. However, procuring and processing of their books will be done by the Central library until professional staff is appointed in these libraries.

Non-Professional courses :-

School libraries :

School which run non-professional courses excepting physical sciences will have libraries consisting of only text books and reference materials needed for teaching. They will also operate the text book bank facilities and provide both for lending as well as consultation facilities. In case of Physical Sciences, till it is located at a distance from the Central library, it will be allowed to have all materials. However, procuring and processing will be done by the Central Library.

3. Campus libraries :-

Campus libraries coming up at Kohima and Aizawl, will be developed as constituent college libraries having a good collection of text books, reference books and essential research material. However, procuring and processing of books for these libraries will be done by the Central library. Full professional staff is appointed in these libraries.

4. City Study Centres :-

Central Library, being located at a corner in Shillong, there is need for two study centres in the city. One of them, can be located in State Central Library and the other one in Mawlai area. These centres will be only text book libraries. Books will not be issued.

4. Needs during the Sixth Plan :

Central Library :-

The Central Library made steady progress during the Fifth Five Year Plan. However, it needs strengthening on all aspects. The following are the areas where improvement is urgently required :-

4.1. Inadequate space :-

The Central Library housed in the Mayurbhanj Palace along with the School of Languages, NERC of ICSSR and the Teachers' Association, consists of a number of small rooms making a co-ordinated flow of work, material and staff difficult. A number of modifications, adjustments and extensions were made in the building during the last five year to adapt it to the requirements of the library. However, these adaptations and extensions have proved now to be inadequate.

Library is a growing organism. Our library is growing at the rate of 16,000 volumes per year. The collection has already reached at about 78,143 volumes, out of which about 20,000 volumes are housed in the departmental libraries.

Thus, if the library continues to grow at this rate, it will accumulate 1,60,000 volumes in the next five years. Available shelving area has already been exhausted by existing 50,000 volumes. There is no space left now to accommodate new books which will be flowing incessantly.

Further, there is no reading room worth the name in the library. Reading areas have been created provisionally by putting study carrels in **nooks** and corners of the library.

The library has about 10,448 sq .ft. floor area at its disposal in the present building. We will be needing following floor areas in the Sixth plan to provide satisfactory services to our clientele.

Text-book Section	...	700 sq.ft.
Reference S-ection	...	700 sq.ft.
General Reading Room	...	500 sq.ft.
Reare-book room	...	260 sq.ft.
Reprography section	...	500 sq.ft.
Binding room	...	400 sq.ft.
Press clipping & documentation room	...	300 sq.ft.
Local collection	...	400 sq.ft.
Stacking area for 1,00,000 volumes to be added during sixth plan..		7000 sq.ft.

Total area needed-10,760 sq.ft. say 11,000 sq.ft.

Thus, 11,000 sq.ft. is our minimum need till the library building comes up in the campus. It is presumed that the new building may not come up before the end of the Sixth Five Year Plan. The existing building full to the brim cannot be expected to cope up with the developments during the Sixth Plan period. The services and sections proposed cannot be postponed due to shortage of space. The present building can accommodate the proposed sections and services, if a three tier stack room measuring 80' X 40' is constructed as an extension to the present building on its right side and the School of Languages, NERC and Teachers' Association are shifted. This stack will accommodate about 1,50,000 volumes and release the present area occupied by shelving for other services. Approximate cost of construction will be as follows :-

Three tiers (80' x 40') each

Total	9,600 Sq.ft @ 50 Sq.ft including electric fitting etc.	- 4,80,000
	Racks	- 3,00,000
	Total	- 7,80,000

4.2. Inadequate staff :-

A co-ordinated development did not take place during the Fifth Plan. While more than Rs. 80,00,000 were spend on purchase of books and periodicals and while the number of readers doubled during the five years, there was no corresponding addition to the library staff.

A comparison with Jawaharlal Nehru University Library staff position in 1973 and our staff strength in 1978 will give an idea about the inadequate staff which we have.

	J. Nehru (Estt. 1969) University (Figs. of 1973)	NEHU Library (Estt. 1973) (figs. of 1978).
Deputy Librarian	2	x
Asstt. Librarian	10	3+1 Documentation Officer
Prof. Assistant	24	7
Seni. Prof. Assistant	23	4
Library Attendants	26	6
Cleaners	9	2
Junior Library Assistants		14

Due to inadequate staff neither we can improve appreciably the existing services, nor can introduce any new ones to serve the readers better. Staff at various points must be added during the Sixth Plan if we want to improve the services. The requirements of staff for the Central Library are as follows :-

(a) Deputy Librarian ... 2 ... Grade Rs. 1100-1600 - 1.

As the NEHU Library system is expanding in services and collection, there is need for two Deputy Librarians who will co-ordinate different works and help the Librarian in executing the policies laid down. One post will be needed for Humanities and the other one for Sciences.

(b) Asstt. Librarian ... 1 ... (Reference) (Rs. 700-1300) - 1.

Reference Section is the heart of a Library. This section is being organised with a view to provide personal service to the readers and impart instructions to students in the use of the Library and information. It needs a Person of the rank of Assistant Librarian to organise it.

(c) Asstt. Librarian (Periodical) ... 1.

Periodical section is one of the most important sections in the University Library. It revolves around research scholars and teachers. This section has to perform a number of functions taking from selection, procuring and maintenance of periodicals to their use. An Asstt. Librarian is a must to make the section run effectively in consonance with the reader's requirements and latest patterns in periodical organisation.

(d) Documentation Officer ... 3 ... (Rs. 700-1300).

With the appointment of a documentation officer sanctioned by the U.G.C. under the Fifth Plan, we have started documentation services in the field of social sciences. However, Humanities, Physical and Life Sciences are still left. Documentation work is a specialised activity requiring academic background of the discipline as the minimum qualification. Therefore, there is need for three more posts of Documentation Officers, one for physical sciences, one for life sciences and one for humanities and languages.

Further, each documentation officer will be needing the following supporting staff :-

Semi-Professional Assistant - 1 to prepare and index entries
Typist - 1 to type and stencil.

Therefore, with 3 documentation officers, the following supporting staff should be provided :

Semi-Professional Assistant - 3 (Rs. 380-640).
Typist - 3 (Rs. 260-400).

(e) Processing unit and Union Catalogue :

It has been proposed earlier that technical processing should be centralised with a view to maintain the union catalogue and ensure uniformity and consistency. The existing strength of Technical Section is not able to cope with the present load.

Arrears of about 20,000 volumes have already accumulated. It will be therefore, in the fitness of things, if the following additional staff for technical processing is sanctioned :

Professional Asstt.(Classification) - 2 (Rs. 550-900)
Professional Asstt.(Cataloguing) - 2 (Rs. 550-900)
Semi-Professional Asstt.(2 for cata-
logue card preparation and 1 for
transcribing) - 3 (Rs. 380-640).

Reprography Section :

A full fledged reprographic section with micro-filming and Xerox facilities is proposed to be set up in the library during the Sixth Five Year Plan. A post of mechanic has already been filled up. However, the following additional post will be our minimum requirement for the next plan period :-

Reporgraphy Assistant - 1 (Rs. 425-700)

Other Staff :

Accountant - 1 (Rs. 425-700)

Library deals with purchase of books and periodicals amounting to Rs. 16-18 lakhs per year. There is no accounts knowing person available in the library. One L.D.C. is handling the accounts.

(b) Upper Division Clerk - 2 (Rs. 330 - 560).

There are about 7 L.D.A.'s in the library. There is need for two Upper Division Clerks to co-ordinate their works.

(c) Library Attendants :

Library is functioning on open access system in three shifts. It has at present seven shelving areas and service units. We have only 6 library attendants, out of which 2 attendants are attached with technical and acquisition section, thus leaving only 4 for service units. This strength is totally inadequate for keeping shelves arrangement intact. We will be needing the following number of library attendants as the minimum during the Sixth Plan period.

Library attendants - 4. (Rs. 210-290).

Cleaners :

Two posts of cleaners were sanctioned when the library was small. Now with the growth in size of the library, these two cleaners are hardly finding it possible to cope up with the work. The following number of additional cleaners will be required during the Sixth Plan period :-

Cleaners - 2. (Rs. 196-232).

Gestetner Operator :

Library has gestetner machine with scanning facilities. One operator is needed to operate and maintain it.

Driver :

Driver - 1 (Rs. 260-400)

Thus the total requirement of staff of the Central Library will be as follows during the Sixth Plan period :-

<u>Particulars of Post</u>	<u>No. of Posts</u>	<u>Grade :</u>	<u>Total expenditure for</u> <u>5 years.</u>
1. Deputy Librarian	2	1100-1600	2,10,580.00 (approx)
2. Asstt. Librarian (Reference)	1	700-1300	75,000.00
3. Asstt. Librarian (Periodicals)	1	700-1300	75,000.00
4. Documentation Officer	3	700-1300	2,25,000.00
5. Prof. Assistant	4	550-900	2,40,000.00
6. Semi.Prof. Assistant	6	380-640	2,55,800.00
7. Reprographic A-sstt.	1	425-700	46,900.00
8. Accountant	1	425-700	46,900.00
9. U.D.C.	2	330-560	77,000.00
10. L.D.A. cum Typist	3	260-400	99,000.00
11. Driver	1	260-400	33,000.00
12. Lib. Attendant	4	196-232	96,000.00
13. Cleaners	2	196-232	48,000.00
14. Gestetner Operator	1	260-350	33,000.00
			<hr/>
			15,61,180.00

4.3 Vehicle, Equipments and Furniture :

Jeep with trailer :- Rs. 50,000/-

A Jeep with trailer is essential for the Library on the following grounds :-

a) Consignments of books and periodicals are being sent by the suppliers regularly. We have to get them cleared from the transport office and carry to the library. Whenever an intimation regarding consignment is received, we first contact the Registrar for providing a jeep. However, it has been our experience that we do not get the jeep all the times. Therefore as a last resort we engage taxi for the purpose. Audit vide their P.O.S. Note 113 has objected this expenditure.

(b) NEHU Library system consists of school, college and campus libraries. Books will have to be delivered to these libraries after processing.

(c) Library hours of the Central Library are at present from 9 a.m. to 6 p.m. Students and research scholars have been persistently demanding to keep it open up to 8 p.m. Library being at an isolated place and a number of ladies working in it combined with lack of transport facilities make us hesitant to go beyond 8 p.m. If library has its own transport, the problems can be solved and readers served for longer hours.

Micro-filming and Xerox unit :

The need for reprographic services in an isolated place like Shillong requires no introduction. All other Central Universities have already developed a good reprographic section. In this library there is only one machine known as Majox-Librarian. There is no provision for micro-filming. The following equipments will be needed during the plan period to develop reprographic section :-

1. Micro-filming camera (35mm)	
2. Developer	
3. Enlarger	Rs. 2,50,000
4. Microfilm printer	
5. Microfilm reader	Rs. 94,965
6. Xerox machine UBIX Photo Copier	Rs. 3,44,965.

Inter-Communication System : Rs. 18,000

Library is having about 12 sections. In readers' services, inter-communication system among the sections is not only desirable but essential. This helps in speedier retrieval and dissemination. The cost of installing such an inter-communication system will be approximately Rs. 18,000 only.

Reading tables and chairs :-

With the proposed new sections, we will be needing about 20 reading tables (6' x 3') and 80 chairs. A approximate cost will as follows :-

20 reading tables @ 700/-	= Rs. 14,000
80 chairs @ 75/-	= Rs. 6,000
	<hr/>
	Rs. 20,000

Humidity control :

Shillong is a place full of humidity. Reading materials need protection against humidity. Fungus deposition on the books is a common feature. It is, therefore, necessary that the following humidity controlling machine should be provided on priority basis. Approximately cost will be as follows :-

Dehumidifiers - 2 @ Rs. 20,000/- = 40,000/-

Audio - Visual Equipments :-

Library has a plan to develop a good Audio-Visual Section in the Sixth Plan. The following equipments will be required for the purpose :-

Film Projector 8 mm	-	Rs. 5,000.00
Tape recorder	-	Rs. 2,000.00
Record Player	-	Rs. 2,000.00
		<hr/>
		Rs. 9,000.00

Other Equipments and Furniture :

The other equipments and furniture required will be as follows :-

1) Type Writer 4	-	Rs. 12,000.00
2) Vertical File Cabinets 20	-	Rs. 20,000.00
3) Catalogue Stencils and Catalogue Cards.	-	Rs. 50,000.00
4) Tables and Chairs for the staff 20	-	Rs. 20,000.00
5) Wooden racks 50	-	Rs. 35,000.00
6) Map Storage Racks 5	-	Rs. 5,000.00
		<hr/>
		Rs. 1,42,000.00

Thus the total expenditure on the vehicle, equipment and furniture will be as follows :-

1) Jeep with Trailer	-	Rs. 50,000.00
2) Micro-Filming and Xerox system	Rs.	3,44,965.00
3) Inter-Communication System	Rs.	18,000.00
4) Reading Tables & Chairs	-	Rs. 20,000.00
5) Dehumidifiers	-	Rs. 40,000.00
6) Audio-Visual Equipment	-	Rs. 9,000.00
7) Other equipments & furniture	Rs.	1,42,000.00
		<hr/>
		Rs. 6,23,965.00

5. Book grant during the Sixth-Five Year Plan :

The University Grants Commission provided Rs. 80,00,000/- during the Fifth Plan to build a core collection. The University had no other provision as recurring book grant for purchase of books and subscription to current periodicals. In absence of such a provision, the amount sanctioned by the UGC was not only spent in building core collection, but also in subscribing to current periodicals. Now we have about 1,000 periodicals to be renewed each year.

5.1 Recurring Book Budget :

It is therefore, necessary and imperative that the University has a recurring book budget for purchase of books and subscription to current periodicals. This feature is common with all the Universities. Periodicals need to be renewed each year. Further, book purchasing is a regular activity. The moment a book is published, if we do not purchase it immediately, it creates a host of problems later on to procure the book. Research needs latest information. University fails miserably in its duties, if it does not have a recurring book budget.

The next question arises as how much should be the recurring book budget ? Most of the Central Universities have a recurring book grant ranging from 18,00,000/- to Rs. 25,00,000/- per year. It is proposed that the recurring book grant of NEHU should not less than Rs. 16,00,000/- per year in any case. Further, it should be increased by 10% each year in consonance with the corresponding increase in prices of books and current periodicals.

5.2 Block-Grant under Sixth Plan :

Besides recurring book grant, the UGC provides block grants under plan periods to each department for purchase of books and periodicals on the recommendations of the Visiting Committee. This grant is meant for specific purposes and utilised that way. Thus the requirements given below should be covered by block grants during the Sixth Plan period and not to be confused with recurring book budget.

The present collection of the NEHU Library system is about 78,143 volumes. A cursory glance at the collection will reveal the following gaps :-

- 1) A poor reference collection :
- 2) Non-availability of text books in vultiple copies :
- 3) Non-provision of text book bank ;
- 4) In complete multi-volumed books and advance series ;
- 5) a poor collection on North-Eastern Region;
- 6) non-avilability of government and UNO publications;
- 7) poor collection on indic literature;
- 8) no audio-visual materials.

The gaps indicated above are glaring ones. A block grant of Rs. 6 lakhs will be required by the Central Library during the Sixth Five Year Plan to fill up these gaps.

Further, the requirements of the departments for block grants are included in their departmental plans, However, a tentative requirement for each department is given below :-

<u>Name of the Department</u>	<u>Back volumes</u>	<u>Books</u>	<u>Total</u>
1. Physics	2.50 lakhs	1.00 lakhs	3.50
2. Chemistry	2.50 "	1.00 lakhs	3.50
3. Mathematics	2.00 "	1.00 lakhs	3.50
4. Botany	2.50 "	1.00 "	3.50
5. Zoology	2.50 "	1.00 "	3.50
6. Biochemistry	2.50 "	1.00 "	3.50
7. Economics (a) Headquarters	2.20 "	1.00 "	3.00
(b) Kohima Campus		1.00 "	1.00
(c) Aizawl Campus		1.00 "	1.00
8. History	0.50 "	0.50 "	1.00
9. Philosophy	0.50 "	0.50 "	1.00
10. Political Science	0.50 "	0.50 "	1.00
11. Sociology & Anthropology	0.50 "	0.50 "	1.00
12. Geography	1.00 "	0.50 "	1.50
13. Geology	2.50 "	1.00 "	3.50
14. English & School of Languages	0.50 "	0.75 "	1.25
(a) Headquarters			
(b) Kohima Campus		1.00 "	1.00
(c) Aizawl Campus		1.00 "	1.00
15. Education			
(a) Headquarters	0.50 "	0.50 "	1.00
(b) Kohima Campus		1.00 "	1.00
(c) Aizawl Campus		1.00 "	1.00

16. Centre for Creative Arts	0.50 Lakhs	0.50
17. Central Library	6.00 "	6.00
18. Centre for Continuing Education	0.25 "	0.25
19. City Study Centres	0.25 "	0.25
	<hr/>	<hr/>
	Total -	47.75

6. School/College and Campus libraries :

As mentioned earlier, the University Library system will be consisting of a School, College and Campus Libraries and City Study Centres. It is necessary that they develop on a uniform pattern. It is, therefore, proposed that the following minimum staff should be provided in each type of library :-

Campus Libraries :

Dy. Librarian	-	1 (Rs. 1100-1600).
Asstt. Librarian	-	1 (Rs. 700-1300).
Prof. Assistant	-	2 (Rs. 550-900).
Semi-Professional Assistant	-	3 (Rs. 380-640).
Library Attendants	-	2 (Rs. 210-290).

School Libraries :

Professional Assistant	-	1 (Rs. 550-900).
Semi-Professional Assistant	-	1 (Rs. 380-640).
Attendant	-	1 (Rs. 210-290).

City Study Centres :-

Semi Professional Assistant	-	1 (Rs. 380 -640).
Library Attendant	-	1 (Rs. 210-290).

Thus the total requirement of staff for Campus, School Libraries and city Study Centre will be as follows :-

Campus Libraries

Deputy Librarian	-	2 = Rs. 2,10,580/-
Assistant Librarian	-	2 = Rs. 1,50,000/-
Professional Assistant	-	4 = Rs. 2,40,000/-
Semi-Professional Assistant	-	6 = Rs. 2,55,800/-
Library Attendant	-	4 = Rs. 96,000/-

Total Rs. 9,52,380/-

School Libraries

Professional Assistant	-	6 = Rs. 3,60,000/-
Semi-Professional Assistant	-	5 = Rs. 2,13,165/-
Library Attendant	-	6 = Rs. 1,44,000/-

Total Rs. 7,17,165/-

City Study Centres - 1

Semi-Professional Assistant	-	1 = Rs. 42,633/-
Library Attendant	-	1 = Rs. 24,000/-

Grand Total Rs. 17,36,176/-

7. Department of Library Science :

In the University, there are a few job-oriented courses available at present. The Department of continuing Education in 1977 made a needs-assessment survey of select groups in Shillong to assess priorities for educational programmes. Library Science got the first rating among occupational groups.

This fact was further validated when in November, 1978, the Department of Continuing Education organised a five days course in Library Science in collaboration with the British Council and this year we conducted a Certificate Course in Library Science of 3 months duration from 16th August to 24th November, 1979. We received about 100 applications for the Certificate Course out of which only 30 candidate could be accommodated. Since then enquiries are flowing from all corners of this region for the course. Further, the Governments of Meghalaya, Nagaland and Mizoram are also requesting the University to staff regular courses in Library Science. This appears to be justified on the following grounds :-

1. Most of the staff working in libraries of the University and its affiliated colleges are untrained. Similar is the case with Government and other libraries.

2. The Government of North-Eastern Region are fully conscious of the role that libraries can play in the social, cultural and economic upliftment of the region. This consciousness is being manifested in the number of libraries that are coming up in the region. All these libraries need trained staff to manage them. Further, some of the states are planning to enact library legislation to create a net work of libraries.

3. Government of India has set up a number of research establishments in this region and a number of new ones are being planned. Libraries of these research establishments need trained staff.

4. Very few persons of this region can afford to go to other Universities for training in Library Science. This is evident from the number of persons trained so far.

5. Librarianship needs personnel having full familiarity with the language and culture of the region. This cannot be possible until and unless the persons of this region are trained.

6. It is, therefore, proposed that a Department of Library Science be started in the University during the Sixth Plan period with an intake of 15 to 20 students per year and the provision of following teaching posts :-

Professor	-	1
Reader	-	1
Lecturer	-	3

Other requirements : (Physical)

Class room	-	1
Staff room	-	3

Library

To build the basic collection = Rs. 50,000/-

Office

Steno-Typist	-	1
L.D.A.	-	1
Peon	-	1

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CENTRAL LIBRARY

SUMMARY OF REQUIREMENTS UNDER PRIORITIES

<u>STAFF</u>		<u>1ST PRIORITY</u>	<u>2ND PRIORITY</u>	<u>3RD PRIORITY</u>
1. Deputy Librarian	- 2 -	Rs. 2,10,580.00	1. Documentation Officer - 1	Rs. 75,000.00
2. Asstt. Librarian	- 2 -	Rs. 1,50,000.00	2. Semi-Prof. Assistant - 2	Rs. 85,266.00
3. Documentation Officer	-1-	Rs. 75,000.00	3. U.D.A. -1-	Rs. 38,500.00
4. Professional Asstt.	-4-	Rs. 2,40,000.00	4. L.D.A.-cum-Typist -1-	Rs. 33,000.00
5. Semi-Prof. Asstt.	- 3 -	Rs. 1,27,900.00		
6. Reprographic Asstt.	-1-	Rs. 46,900.00	Total Rs.2,31,766.00	
7. Accountant	-1-	Rs. 46,900.00		
8. U.D.A.	-1	38,500.00		
9. L.D.A.-cum Typist	-1-	Rs. 33,000.00		
10. Library Attendant	-4-	Rs. 96,000.00		
11. Cleaners	-2-	Rs. 48,000.00		
12. Gestetner Ope...	-1-	Rs. 33,000.00		
13. Driver	-1-	Rs. 33,000.00		
		<u>11,78,760.00</u>		<u>Total 1,50,633.00</u>

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BUILDING EXTENSION, VEHICLE, EQUIPMENT AND FURNITURE

1. Jeep with trailer 50,000.00

1. Building Extention 4,80,000.00

1. Building Extension
Steel racks 3,00,000.00

EQUIPMENT AND FURNITURE

EQUIPMENT AND FURNITURE

EQUIPMENT AND FURNITURE

- 1. Microfilming & Xrox Unit 3,44,965.00
- ii. Typewriters -4- 12,000.00
- iii. Vertical File Cabinets-10- 10,000.00
- iv. Catalogue-stencils & catalogue cards 25,000.00
- v. Table and chairs for the Staff 20,000.00
- vi. Wooden racks -25- 17,500.00
- vii. Map storage racks -5- 5,000.00
- viii. Reading table - 10- and Chairs -40- 10,000.00

- i. Vertical File Cabinets -10- 10,000.00
- ii. Catalogue stencil and catalogue cards. 25,000.00
- iii. Wooden racks -25- 17,500.00
- iv. Reading tables - 10 & chairs - 40- 10,000.00

- i. Inter-Communication 18,000.00
- ii. De-Humidifiers - 2- 40,000.00

T;- 3,58,000.00

T :- 5,42,500.00

10. AUDIO VISUAL MATERIALS

- 1. Projector 8 m.m. 5,000.00
 - ii. Tape Recorder 2,000.00
 - iii. Record player with Stereo 2,000.00
- 5,03,465.00

Block book grant for the central library excluding departments as they have included their requirements in their departmental plan.

3,00,000.00 Block Book Grant 1,50,000.00

Block Book Grant - 1,50,000.00

CAMPUS LIBRARY AT KOHIMA

STAFF

1st Priority

1. Dy. Librarian - 1-	Rs. 1,05,290.00
2. Prof. Asstt. -1-	60,000.00
3. Semi-Prof.Asstt. -1-	42,633.00
4. Library Attendant - 1 -	24,000.00
	<hr/>
	2,31,923.00

2nd Priority

1. Asstt. Librarian -1-	Rs. 75,000.00
2. Semi-Prof.Asstt. -1-	42,633.00
3. Library Attndt. -1-	24,000.00
	<hr/>
	1,41,633.00

3rd Priority

1. Prof. Asstt. -1-	Rs. 60,000/-
2. Semi-Prof.Asstt. 1-	42,633/-
	<hr/>
	1,02,633/-

BOOK GRANT (EXCLUDING RECURRING GRANT)

1,00,000.00	1,00,000.00	1,00,000/-
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FURNITURE AND EQUIPMENT

50,000.00	50,000.00	50,000.00
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CAMPUS LIBRARY AT AIZAWL

STAFF

1. Dy. Librarian -1-	1,05,290.00
2. Prof. Asstt. 1	60,000.00
3. Semi-Prof. Asstt. -1.	42,633.00
4. Library Attendant - 1-	24,000.00
	<hr/>
	2,31,923.00

1. Asstt. Librarian	75,000.00
2. Semi-Prof.Asstt.	42,633.00
3. Library Attendant - 1-	24,000.00
	<hr/>
	1,41,633.00

1. Prof. Asstt. -1-	60,000/-
2. Semi-Prof. Asstt.-1-	42,633/-
	<hr/>
	1,02,633/-

BOOK GRANT (EXCLUDING RECURRING GRANT)

1,00,000.00	1,00,000.00	1,00,000.00
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FURNITURE AND EQUIPMENT

50,000.00	50,000.00	50,000.00
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SCHOOL LIBRARIES AND STAFF

<u>STAFF</u>	<u>1ST PRIORITY</u>	<u>2ND PRIORITY</u>	<u>3RD PRIORITY</u>
1. Life Sciences	Prof. Asstt. 1-1- Rs. 60,000/- Lib. Attendant -1- 24,000/-	NIL	Semi-Prof. Asstt. -1- Rs. 42,633/-
2. Physical Sciences	Prof. Asstt -1- 60,000/- Lib. Attendant -1- 24,000/-	NIL	
3. Social Sciences	Prof. Asstt. -1- 60,000/ Lib. Attendant -1- 24,000/-	NIL	Semi-Prof. Asstt - 1- 42,633/-
4. Environmental Sciences	Prof. Asstt. -1- 60,000/- Lib Attendant -1- 24,000/-	NIL	Semi-Prof. Asstt. -1- 42,633/-
5. Educational Studies	Prof. Asstt. -1- 60,000/ Lib-Attendant -1- 24,000/-	NIL	Semi-Prof. Asstt. -1- 42,633/-
6. Languages	Prof. Asstt. -1- 60,000/ Lib. Attendant -1- 24,000/-	NIL	Sem -Prof. Asstt. -1- 42,633/-
	Total 5,04,000/-		Total 2,13,165/-

CITY STUDY CENTRES

STAFF

1. Semi.Prof. Asstt. -1-	42,633/-	-
2. Lib. Attendant -1-	24,000/-	-
Total	66,633/-	

BOOK GRANT

10,000/-	7,500/-	7,500/-
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FURNITURE AND EQUIPMENT

10,000/-	15,000/-	2,500/-
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UNIVERSITY LIBRARY

Library is the heart of a University. It is an index to the academic culture of the University. In this respect the North Eastern Hill University Library system consisting of Central library, 5 departmental libraries and 2 campus libraries (one at Kohima and another at Aizawl) has made a steady progress during the last five years. It has now 78,143 volumes in its collection. It subscribes to 1062 periodicals. It serves a clientele of about 1100 readers comprising of students, teachers, research scholars and other employees of the University. It provides inter library lending services. Reference, documentation and Reprographic services are on the way to be provided to readers.

The year under review: The year 1978-79 witnessed a number of structural and functional changes in the Central Library. They can be enumerated as follows:-

1. GENERAL

- 1.1. Joining of the Librarian on 15th July, 1978.
- 1.2. Framing and implementation of library rules: Library rules were drafted by a sub-committee of the Library Committee which constituted of the following members:-

1. Prof. P.S. Ramakrishnan
2. Mr. Shekhar Singh
3. Mr. P. Sudhir
4. Dr. M.K. Khare
5. The Librarian.

The draft rules were at first instance circulated among the readers for comments before placing in the Library Committee. Library Committee approved these rules at its meeting on 22-8-78. Later on these rules were also placed before the Academic Council which approved them in its meeting on 10-9-78. Since then the Library rules are being put to full implementation.

- 1.3. Formation of Standing Library Committee: The matter has been discussed and finalized in a meeting of departmental heads and is now to be placed before the Executive Council for its formal approval.

2. ACQUISITION SECTION

- 2.1. Centralized purchase: Book purchase for the entire library system of NEHU has been centralized including Nagaland and Mizoram campuses and the college of Agriculture, Menziphema.
- 2.2. Clearing of outstanding bills: All outstanding bills dating back to 1975-77 have been cleared this year.
- 2.3. Procedure: A new link of Library sub-committee consisting of Deans and the Librarian has been introduced from this year in the chain of book purchase. The indents received from the departments are at first got approved by the sub-committee before placing orders.
- 2.4. Duplication checking: Library is taking each and every precaution to avoid unintended duplication. For this purpose a system has been developed whereby book selection cards are prepared for books approved by the sub-committee and checked against the holdings of the Library and books on order.
- 2.5. Procurement of books from North-Eastern Governments as gratis: A request was made to all the state governments of North-Eastern region to supply their publications as gratis to this library. We record with great appreciation that they have been quite generous in including the name of the Library in their free mailing lists. This way we have added a good number of government publications to our collection.

We are now trying to contact the different departments of the Central government including Registrar General. It is hoped that their spontaneous cooperation will be also flowing.

- 2.6. Standing order system: Year books, serials and books pertaining to advance series are being procured from this year on standing order basis so that there may not be any gaps.
- 2.7. Books on Approval system: To maintain continuous and regular flow of Indian Books to the Library, an arrangement has been made with M/S D.K. Publishers and Distributors to send Indian books on approval to this library and collection rejected books after an interval. M/S D.K. Publishers procure Indian publications for the Library of congress (U.S.A.). This way we get important Indian books within a fortnight of their publications.

3. PROCESSING SECTION

3.1. Reorganization: The section has been reorganized into the following three units to expedite processing of books:-

1. Classification and subject heading unit.
2. Cataloguing unit.
3. Transcribing, releasing and filing Unit.

3.2. Centralized processing: With a view to prepare Union Catalogue and maintain uniformity in classification and cataloguing, processing of books for the whole library system of NEHU has been centralized.

3.3. Purchase of a Card duplicator: To augment output of cataloguing a card duplicator was purchase this year. This has not only led to a considerable saving of manual labour in preparing additional entries, but also added legibility and durability to the catalogue cards.

3.4. Arrears in processing: In spite of these time-saving measures, arrears are on the increase. About 15,000 volumes have accumulated for processing. The main reason for this can be accounted as inadequate staff strength of the Processing Section. This section needs strengthening for coping up with the load of work.

3.5. Other charges:-

1. Classified catalogue has been started to be prepared for the books processed from this year.

2. Shelf list card preparation has also been introduced from this year.

3. 'PRECIS' system, a new development in the field of subject indexing, has been adopted for preparing subject entries.

4. Books wrongly classified are being rectified.

4. PERIODICAL & REFERENCE SECTION

This section is one of the most heavily used sections of the Library where teachers and research scholars can be found studying at any moment from morning to evening. There has been an increase of approximately 18% in the use of this

section as compared with previous years. The following are the figures for 1978-79 showing the number of readers using the section month-wise:-

April	493	July	170	Oct.	407	Jan.	88
May	482	August	380	Nov.	528	Feb.	210
June	393	Sept.	570	Dec.	266	March	468

4.1. Number of periodicals subscribed: This year we subscribed to 1,062 periodicals. The tabular statement provided in Annexure 'A' shows the number of periodicals subscribed subject-wise and supplier wise.

4.2. Transfer of MERC periodicals & contribution of Shastri-Indo-Canadian Institute: The number of periodicals has been further strengthened by transfer of about 40 titles from MERC to the Central Library and the renewal of 10 Canadian Periodicals for three years on our behalf by Shastri-Indo-Canadian Institute. We are happy to acknowledge the contribution by both the institutions.

4.3. Current-awareness services: To provide anticipatory and current awareness services, current contents for physical sciences and Life Sciences are being procured by air mail.

4.4. Newspapers and periodicals on North-Eastern Region: In consonance with the objectives of the University, action has been initiated to subscribe to atleast one newspaper each from the states of North-Eastern Region and to subscribe to all the periodicals emanating from this region.

4.5. Centralization of services: In this age of interdisciplinary research, scattering of periodicals at different locations leads to a number of inconveniences on the part of teachers and research scholars. Therefore, from this year all the periodicals whether current or back volumes excepting physical sciences have been started to be displayed and maintained in the Central Library. Further, lending of journals has been completely stopped. This has been possible by cooperation from all the departments and adding of a new room measuring 1260 sq.ft. to the section.

4.6. Data-Bank: To enable the students and research scholars to have an easy access to different statistical sources, nucleus of data bank has been created in the periodical section. It consists of documents giving statistical information on varied aspects of international, national and local (North-Eastern Region) life. More emphasis is being laid on a comprehensive coverage of sources on North Eastern Region.

5. CIRCULATION AND MAINTENANCE SECTION

This section underwent following changes this year:-

5.1. Centralized circulation system: Circulation which was decentralized at various points, has been centralized now at one place i.e. in the newly constructed circulation counter. This counter functions on all week days from 9.00 a.m. to 5.30 p.m.

5.2. Property counter and Gate check system: Property counter and gate check system has been introduced from this year. Under this system the renders are obliged to keep their belongings in the property counter before entering the library and to get the issued books checked before going out. We are really grateful to our students and teachers for co-operation extended to get habituated with the new system without any complaint.

5.3. Gate-pass system: To ensure thorough check and control, gate pass system has been adopted whereby each book is issued with a gate pass, which the gatekeeper takes out after verification at the gate-check point.

5.4. Pass book system for the teachers: Each teacher has now been provided with a library pass book, which they have to produce at the time of returning and getting the books issued. This system has not only resulted in a better control of the number of books issued, but at the same time provided to teachers a handy records of the books issued to them.

5.5. Reservation system: A reservation system has been evolved under which the requests for text books received at the circulation counter are first tabulated in a chronological

manner, Later on, this chronological list is pinned on the notice board for information. The students thereby get the books on their respective turns without any prejudice and partiality.

5.6 Shelf arrangement : The earlier system of keeping books in different sequences on the criterion of departmental purchase has been discontinued from this year. Now all the books have been arranged in one sequence according to their specific subjects or call numbers. This has not only led to a better collection of related subjects but avoided the irrational scattering of copies and volumes of the same book in different sequences.

5.7 Transfer of books from Geography Departmental Library and North-Eastern Research Council of ICSSR :- Books pertaining to Geography kept in the departmental library have been transferred to the Central Library. Similarly the books purchased by NERC have been taken over by the Library with a view for their better utilization and maintenance.

5.8 Stock-taking : In August, 1978 a preliminary stock-verification by merely physical counting was conducted. It gave an idea of probable number of losses. Therefore, a thorough stock taking by physical verification was started during winter vacation. All the books were recalled. A final list of losses is under preparation.

6. REPROGRAPHIC SECTION

Library has one photocopier machine i.e. Majox Librarian, which was laying idle for last several years. It has been now repaired. The post of reprographic technician sanctioned for operating the machine has been advertised thrice this year. We are trying our best to start reprographic services on a regular basis with the appointment of the reprographic technician.

However, the existing machine involving a number of operations in producing a copy is no substitute for reprographic services. The section needs equipping with a good Xerox machine, microfilming apparatus, photostat copying machine and microfilm readers to function as Reprographic section in the real sense of the term.

7. CREATION OF A SMALL BINDERY

In absence of good commercial binderies in Shillong, the Library is facing a number of problems in getting the books bound, Charges being exorbitantly high, the library has initiated steps to start a small bindery of its own. It is hoped it may start functioning in 1979-80.

8. STAFF WELFARE-ACTIVITIES

8.1. Library staff mutual welfare fund: A welfare fund of about Rs. 800/- has been built up by the Library Staff on voluntary basis. The main purpose behind this welfare fund is to lend to the members on easy terms, to encourage co-operation and to provide suitable benefits to the members and their families in distress.

8.2. Deputation to training course: Eight persons from the library attended five days training course organised by British Council in collaboration with the Deptt. of Continuing Education NEHU in the month of November, 1978 at Shillong.

Mr. P.K. Mitra, Prof. Assistant attended the Indexing Training Programme of two months duration organised by the IASLIC (Indian Association of Special Libraries and Information Centres) at Calcutta.

8.3. Two L.D.Assistants attended a two-week training programme in February, 1979 organised by NEHU in collaboration with the Institute of Secretarial Training.

9. PROPOSED SERVICES

The Library is now planning to start the following services from 1979-80:-

(1) Reference services to help the students in consultation of Catalogue and search for information.

(2) Documentation services to research scholars and teachers with a view to feed them with latest nascent ideas appearing in form of micro-literature.

(3) Press-clipping services on North-Eastern Region and

(4) Monthly additions list to inform reading community with the latest books added to the library.

10. PROBLEMS

Lstly, it will not ne out place to mention some of the pressing problems needing attention of the authorities.

- (1) Inadequate shelving and reading space
- (2) Inadequate strength of technical staff
- (3) Poor recurring book budget
- (4) Ill equipped reprographic section.

11. STATISTICS

	<u>1977-78</u>	<u>1978-79.</u>
1. Total number of volumes in the library system	- 69,826	- 78 143
2. Periodicals subscribed	- 976	- 1,062
3. Average issue per day	- 145	150
4. Average per day consultation in the periodical & Reference Section.	- 301	- 370
5. Inter Library loan transactions	- -	12
Library hours on working days	- 9 a.m. to 6 p.m.	9 a.m.-6 p.m.
Library hours on holidays (excepting sundays)	- -	10 a.m.-4.30 p.m.
Number of registered borrowers	- 385	844.

/Pandey/
13/12/79/

ANNEXURE A.

Statement of Journals ordered to different Suppliers for the Calendar Year 1979.

Department :	ORDERED TO							Total	Remarks	
	F.W.Faxon (USA)	W. Heffers (UK)	Indian Publi- shers	Allied Publi- shers Elsevier Pergamon D.Radial	India Book Hou- se(Acade- mic Press Plenium Pub.)	Narosa (SV)	S.T.C.			Local M/s.
Physics	22 nos.	16	3	9	5	2	1		58	
Chemistry	16	19	16	10	2	2	1		66	
Mathematics	22	34	4	2	6	6	2		75	
Botany	10	32	17	5	4	4	1		73	
Zoology	12	34	15	2	4	-	1		68	
Life Science	6	3	-	2	2	1	-		14	
Economics	29	40	27	-	2	-	1		99	
Sociology	15	17	12	-	-	-	1		45	
Pol. Science	45	50	33	-	-	-	1		129	
History	14	44	44	-	-	-	1		103	
English	36	37	5	-	-	-	1		79	
Philosophy	17	21	4	1	-	-	1		44	
Education	15+ 19 =34	11+14=25	9	1	-	-	4	6	79	
Geography	13	27	1	-	-	-	1		42	
General	8	10	47	-	-	-	5		70	
Cont. Education	2	1	4	-	-	-	-	11	18	
	300	410	241	32	25	15	22	17	1062	