

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OA -14

ON THE UNIVERSITY SCIENCE INSTRUMENTATION CENTRE

Under Section 26(1) (k) of NEHU Act, 1973

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| Short Title | 1. | This Ordinance may be called University Science Instrumentation Centre (hereinafter referred USIC) Ordinance. |
| Objectives | 2. | The objectives of the USIC shall be to strengthen the University in its technological infrastructure through collaborative efforts of its academic community, provide service to University Departments/Centres/Offices and affiliated colleges in repair and maintenance of their instruments etc., conduct training programmes, provide and assist analytical services on specialised instruments etc.,available in the University. |
| Status | 3. | USIC shall be a non-vacational academic Centre and shall have the functional autonomy for its day to day functioning towards achievement of its objectives. |
| Levels and Functions | 4. | The levels and functions of USIC shall be according to the guidelines of the UGC. |
| Staff | 5. | USIC shall have teaching, technical and administrative staff as per the guidelines of UGC. |
| Head of USIC | 6. | USIC shall have its Head not below the rank of a Reader with an adequate experience in Instrumentation. He/She will be responsible directly to the Vice-Chancellor and shall report to him. He/She shall be treated at par with the other Head of the Departments. The Head of USIC shall have the following duties. <ul style="list-style-type: none"> i. Prepare an annual work-plan of the USIC and report it to the Advisory Committee, and assign work as per the plan to his/her staff and assess their performance. ii. Organise training and awareness programmes in collaboration with the staff of the Departments/Centres and maintain proper records as stipulated in the UGC guidelines on USIC and submit annual reports of work done by USIC to the Advisory Committee and to the UGC. iii. Monitor the activities of the technical Staff of USIC through their work diaries to be maintained by them. |
| Steering Committee | 7. | <ul style="list-style-type: none"> i. USIC shall have a Steering Committee with Head of USIC Committee as its Chairperson. It shall have the following members: <ul style="list-style-type: none"> a. All members of USIC in the rank of Professor or its equivalent position in USIC. b. One member in the rank of Reader or its equivalent on the basis of seniority. |

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- c. One member in the rank of Lecturer or its equivalent on the basis of seniority.
 - d. One teacher each nominated by the Dean of the School of Physical Sciences, Life Sciences and Human and Environmental Sciences, and
 - e. Three external experts nominated by the Vice-Chancellor, preferably from other USICS.
 - ii. Term of the members of the Steering Committee shall be three years.
 - iii. One third of the total members shall form the quorum in the meetings of the Committee.
 - iv. The functions of the Steering Committee shall be to:
 - a. Consider and approve the programmes of USIC within the policy frame work approved by the Advisory Committee
 - b. Review quarterly the progress of work done in USIC, identify difficulties, if any, and make suggestions for their removal, and
 - c. Discharge any such other functions as may be assigned by the Advisory Committee.
- Advisory** **8.** i. There shall be an Advisory Committee consisting of Head Committee or her/his nominee from each user Department/Centre with the Head of the USIC as Convener and the Vice-Chancellor its Chairman.
- ii. Where the number of the departments is more than ten, the Vice-Chancellor may nominate members from among the user departments to represent various areas. The Committee shall meet twice a year, one full Committee and one Local.
 - iii. Term of the members of the Advisory Committee shall be three years.
 - vi. One third of the total members shall form the quorum in the meeting of the Committee.
- The Advisory Committee shall have the following functions:
- a. Frame policies for providing services in general and advise the Head of USIC on all matters related to its services.
 - b. Evaluate the performance of USIC and its staff and suggest follow-up measures.
 - c. Consider an annual report on the implementation of USIC programmes and submit it to the University.
 - d. Prepare annual budget of USIC and submit it to the University.
- Removal of Difficulties** **9.** Any difficulty in interpretation of any provisions of this Ordinance, shall be referred to the Vice-Chancellor whose decision thereon shall be final.

1. Amended vide EC Resolution No.EC:113:2002:5:1:(iii) and notified vide Notification No.Conf./13-5/Ord/99(Vol.II) -1022, dated March 4, 2003.