6: 7: 1 (1)

6: 7: Others

(i) By Laws of Records Management Committee of the Records Department.

The Vice-Chancellor has notified vide Notification No.F.14-166/Estt.II/95-819 dated 21.2.98 and nominated a Records Officer for the University Records Department (Annexure-'I').

With or without the office of a Records Officer, a Records Management Committee consist of the heads of various Departments will be quite helpful to handle the entire records management programmes of the University Records. The Committee will look into the technical matters, policies, procedures of classified and declassified records of all Departments/Sections including the permanent nature of classified records which will be transferred to the Records Department as per Retention Schedule of the University Records.

In this connection the By-Laws of Records Management Committee have been prepared by the office and the proposed By-Laws of the Records Management Committee(Annexure-'II') are needed to be approved by the Executive Council.

Therefore, the said by-laws submitted to the Council for favour of approval.

F.1-2/RECORD/98

NORTH-EASTERN HILL UNIVERSITY
NEHU CAMPUS::SHILLONG-22

ANNEXURE-'I'

6:7:1(2)

No.F.14-166/Estt.II/95-819 Dated 27th Feb, 1998.

N O T I F I C A T I O N

The Vice-Chancellor, NEHU, Shillong is pleased to nominate Shri E.P.Philemon, Assistant Registrar as Records Officer, NEHU to discharge the duties provided under sub-section(1) of Section 5 of the Public Records Act, 1993 to be read with Rule 3 Public Record Rules, 1997 in addition to his normal duties with immediate effect.

Sd/-Registrar

Copy to:

1. Shri E.P.Philemon, Assistant Registrar (Estt.II), NEHU, Shillong.
2. All Heads of the Departments, NEHU, Shillong.
3. All Deans of Schools, NEHU, Shillong.
4. All Officers, NEHU, Shillong.
5. P.S to the Vice-Chancellor, NEHU, Shillong.
6. Sr.P.A to the Registrar, NEHU, Shillong.

Sd/-Registrar

6: 7: 1(3)

NORTH - EASTERN HILL UNIVERSITY : SHILLONG

RECORDS MANAGEMENT COMMITTEE

ANNEXURE-'II'

BY - LAWS

ARTICLE - 1 : NAME

Section - I : The name of the Committee shall be Records Management Committee of the North-Eastern Hill University, Shillong.

ARTICLE - 2 ; OBJECTS

Section - I : To promote the setting up of a best Records Department/Section(s) at various locations within the UUniversity's jurisdictions.

Section - II : To prepare and/or to review the Retention Schedule of the Records of the University.

Section -III : Quick retrieval of a file(s) or a piece of information.

Section -IV : To discuss and finalise various other matters pertaining to Records Department/Section(s) of the University.

ARTICLE - 3 : MEMBERS

Section - I : A person, who is having knowledge or doing the job resembling with the Records work, shall be nominated as member in consultation with the Records Officer.

Section - II : The member shall be not below the rank of Assistant Registrar. The Vice-Chancellor may nominate the name of teacher(s) from the History Department.

Section -III : The Vice-Chancellor shall nominate the name of the Chairman of the Records Management Committee from among the senior teachers of the History Department or from the Department of Library Sciences.

Contd/.../-

Section -IV : There shall be only five members including Records Officer.

ARTICLE - 4 : RECORDS MANAGEMENT COMMITTEE

Section - I : Constitution of Managing Committee. The members of the Committee shall be as follows:

1. Senior Teacher of either History Department or Library Sciences nominated by the Vice-Chancellor - Chairman
2. Records Officer - Secretary
3. Librarian - Member
4. Deputy/Assistant Registrar(Admn.) - Member
5. Deputy/Assistant Registrar(Fin.) - Member

ARTICLE - 5 : TERM OF OFFICE OF THE RECORDS MANAGEMENT COMMITTEE

Section - I : The term of the Office of the Records Management Committee shall of 2 (two) years.

ARTICLE - 6 : POWERS AND FUNCTIONS

Section - I : Chairman - The Chairman shall preside over the meeting(s) of the Records Management Committee. In case of any complicated matter regarding technicality of the Records work, the Chairman shall give his/her final decision only after consulting the Records Officer.

Section -II : Secretary- The Records Officer shall be a Secretary of the Committee and shall be responsible for the executive administration of the Committee. He shall call the meetings as and when feel necessary. Records Officer, being a trained officer, shall look into the technical side of the Records' work.

Contd/.../-

Section - III : Members - a) The Vice-Chancellor shall nominat one senior faculty teacher either History Department or from the Department of Library Sciences to act as Chairman of the Records Management Committee.

b) The Librarian shall also be membe of the Committee.

c) To look into the side of administ tive matters, either Deputy Registrar or Assistant Registrar shall be member of the Committee from Administration Department.

d) To look into the side of financia matters, either Deputy Registrar Assistant Registrar shall be memb of the Committee.

ARTICLE - 7 : MEETINGS

Section - I : The Committee shall meet at least once in 6(six) months or twice in case of urgency.

Section - II : Quorum for the Committee shall be ¾ of the total members of the Committee.

The Committee will elect its own Chairman. The Council further RESOLVED that for purpose of granting increment to Shri LK Rathore the matter be examined latest by August, 1998.

6:7: OTHERS.

(i) By - Laws of Records Management Committee of the Records Department.

EC:97:98:6:7:(i): The Council considered the By - Laws of the Records Management Committee and RESOLVED to approve the same as per Annexure 'C'. The Council further RESOLVED that the scope of the word "record" be defined in the first meeting of the Records Management Committee.

(ii) University Training Programme for Staff & Officers.

EC:97:98:6:7:(ii): The Council considered the training programme in Hindi Prabodh for the Staff and Officers of the University and RESOLVED that Sections may depute officials in rotation so that the work does not suffer and after successful completion of the course through a recognised examination an advance increment be granted.

(iii) Enhancement of application fees for various faculty position and Group- A Posts.

EC:97:98:6:7:(iii): The Council considered the enhancement of application fees for various faculty positions and Group A posts and RESOLVED that the application fees for general candidates be increased to Rs.100/- and Rs.50/- for SC/ST candidates and the cost of application forms be raised to Rs.20/-.

(iv) To grant Gazette status to the NEHU, News Letter.

EC:97:98:6:7:(iv): The Council considered granting Gazette status to the NEHU News Letter and RESOLVED that for the time being it may be limited to a News Letter only and only important news items be included in the News Letter.