



पूवोत्तर पर्वतीय विश्वविद्यालय

पू प. विवि. परिसर, शिलांग-७९३०२२ (मेघालय)

North-Eastern Hill University

NEHU Campus, Shillong - 793 022 (Meghalaya)

Phone :

Grams : NEHU

No:AC:85-2/Conf/2008-2010-19

Dated 4 5 2011

To

All members of the Academic Council
NEHU, Shillong.

Sub: Agenda for the 85th Meeting of the Academic Council.

Sir/Madam.

I am to forward herewith a copy of the Agenda for the 85th meeting of the Academic Council, to be held on 11th May, 2011 at 10:00 A.M, (**repeat 10:00 A.M**) in the Science Seminar Hall, Permanent Campus, NEHU, Shillong for favour of your perusal.

Encl: As Stated.

Yours faithfully


Ms/L. Zadong
Deputy Registrar(Conf)

**EIGHTY-FIFTH MEETING OF THE
ACADEMIC COUNCIL**



AGENDA PAPERS

11th May, 2011

**AGENDA PAPERS FOR THE 85th MEETING OF THE ACADEMIC COUNCIL
TO BE HELD ON 11th May, 2011**

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Contd...2/-

- | | | | |
|--------|---|---|------------|
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5:5:

-

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- | | | | |
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Contd...3/-

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Contd...4/-

- (ix) Appointment of Supervisor and Joint Supervisor - 5:8:9(1)
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- (i) Leave for Deans and Heads of Department/Centres during winter vacation. - 6:3:1(1)

1:(1)

1: - **CONFIRMATION OF MINUTES:**

- (i) Confirmation of minutes of the 84th meeting of the Academic Council held on 1st October, 2010.

The minutes of the 84th meeting of the Academic Council held on the 1st October, 2010 were circulated to all the members. Comment received from Prof. A.C.Mohapatra, Head, Department of Geography as placed at Annexure 'A'.

The matter is placed before the Council for consideration.



NORTH-EASTERN HILL UNIVERSITY

Department of Geography, Permanent Campus, Umsing-Mawkynroh, Shillong-793022, INDIA
① 91-0364- 2723203 (O)/ 91-364-2520702, Email: acmohapatra@hotmail.com, acmohapatra@yahoo.co.uk

A. C. Mohapatra, Ph.D
Professor & Head

No.ACM/8/2010-263
April 28, 2011

*Reg AC
for "Comments
on Minutes"
28/4*

The Vice Chancellor
North Eastern Hill University
Chairman, Academic Council
Shillong

Sub: Minutes of 84th Academic Council
Ref: Item No.5.5.21 & 20 (18-19) of Agenda of 84th AC

Sir,

This is to bring to your kind notice that the items referred to as above were discussed in the 84th AC in relation my letter on M.Phil/Ph.D coursework conducted by the department prior to the new provisions from 2010-11 and also the comments from the Dean, SH&ES. If I correctly recollect the Council did briefly discuss the matter since it concerned only a single department and resolved to allow the Dean of the School to issue certificates to previous year batches so as not to put Ph.D candidates who had undergone the coursework and appeared University examinations are not put to inconvenience. However, the minute as above is entirely silent on the above agenda.

I request you to kindly look into the matter and make necessary changes in the minutes if required.

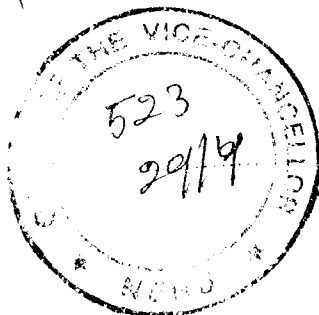
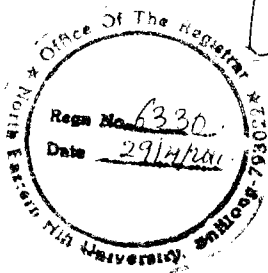
Thanking you,

Yours sincerely

A. Mohapatra

A.C.Mohapatra

DR (Conf.)



*AC/Conf
12/5*

2: - **REPORTING ITEM:**

- (i) Matter relating to UGC Model ordinance of January, 2011.

The Academic Council Standing Committee met on 11th March, 2011 and on 7th April 2011 to discuss the UGC Model Ordinance and decided to recommend for the consideration of the Academic Council as placed at Annexure 'A'.

The matter is placed before the Council for consideration.

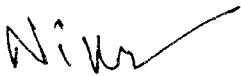
NOTE ON UGC MODEL ORDINANCES, JANUARY, 2011

The Standing Committee met on March 11, 2011 and on April, 7, 2011 and decided to recommend for the consideration of the Academic Council and/or Executive Council on the case:

1. The Model Ordinances from 1-6 related to the Emoluments and other service conditions of the Vice-Chancellor, Pro-Vice Chancellor(s), The Registrar, The Finance Officer, the COE and the University Librarian are existing Ordinances under OE series (OE-13, OE-1, OE-2, OE-8, OE-9 & OE-11 in that order) which need consideration by the **Executive Council** where-after the appropriate amendments can be incorporated into NEHU Ordinances.
2. Model Ordinance 10 refers to student admissions (NEHU Ord OC-1), with particular reference to clause 7 covering Entrance Examination. The Committee is of the view that the **Academic Council** may consider a Central Admission system and an Admission cell at the University level to take care of all the University admissions. It may be noted that for M.Phil/Ph.D programme (the amended Ordinances OC-4 & OC-5) on the basis of UGC Gazette has already introduced a University level common entrance test.
3. Model Ord-13 refers to a new Written Contract for appointments. The University has a contract form, but the same is not under Ordinances. The new Ordinance on Service Contract as well as amendments to the existing one need to be considered by the **Academic Council** (since this concerns teachers).
4. Model Ordinance-14 on service conditions of teachers requires consideration by the **Academic Council, specifically matter related to Professional Code of Conduct.**
5. Model Ordinance 15 related to Sexual Harassment needs consideration of the **Executive Council** under a new Ordinance on the subject.
6. Ordinance 16 on ragging needs consideration of the **Executive Council** as a new Ordinance, due to acceptance of the Lyngdoh Committee Report by the Apex Court.
7. Ordinance 17 on Appointment of Non-teaching & other academic staff needs to be considered by the **EC** for incorporation/adoption wherever necessary. (Other Academic Staff are covered under OE-14, but on Non-teaching staff there is no existing Ordinance).

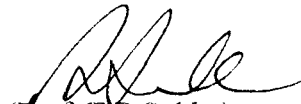
2: 1(3)

8. Model Ord 19 needs to be considered by the **Executive Council** as a New Ordinance, since NEHU has been following GOI rules on the subject and a new ordinance may be appropriate on the same.
9. The **Executive Council** may consider Model Ordinance (20) on **University Building Committee**, where currently there is the building Committee, but no Ordinance of the University. Similarly, there is no University Ordinance on **University Purchase Committee** and Model Ordinance-21 recommends such a step.
10. Model Ord 25 refers to a new Ord on Employees and Student's Grievances Redressal Committee. This may be considered by the **Executive Council**.
11. Model Ord-41 deals with Code of Conduct of the Employees (other than teachers) which may be considered as a new Ordinance by the **Executive Council**.
12. Model Ord 44 deals with reservation of seats in admissions to different programme. Currently, though reservation has been provided, it is only in regulations. Since this is a substantive policy matter, a new Ordinance on the subject may be considered by **Academic Council and the Executive Council**.
13. Model Ordinance 50 on transfer of credits (under inter-university transfers) may be considered by the **Academic Council**.
14. Other Ordinances that appear in the Model Ordinances by the UGC circulated are already in existence in the University Ordinances. However, some amendments on new issues could be considered as and when the existing ordinances amended..



(Prof. Nikhlesh Kumar)

Member



(Prof. T.B. Subba)

Member



(Prof. A.C. Mohapatra)

Chair

Dated April 7, 2011, Shillong

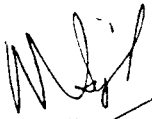
2: 1(4)

OFFICE OF THE PRO VICE-CHANCELLOR
NORTH-EASTERN HILL UNIVERSITY
SHILLONG

No-147
The 25th January, 2011

Please find enclosed a letter with enclosure, from Dr. Shakeel Ahmad, Deputy Secretary, UGC dated January, 2011 addressed to the Vice-Chancellor on the subject '**Model Ordinances for the Central Universities in matters of students, academic and other subjects**'. The Vice-Chancellor desires that the Committee under your Chairmanship examine the Model Ordinances and to study the existing Ordinances to make recommendations, if any, in line with the Model Ordinances for Central Universities.

The report/recommendations of the Committee may be placed before the Academic Council and Executive Council to be held in the month of May, 2011 and July, 2011 respectively.


Pro Vice-Chancellor

Prof. A.C. Mohapatra
Chairman
Standing Committee on Updating NEHU Ordinances
Department of Geography
NEHU

Copy to :

- i) SPS to VC for VC's kind information
- ii) The Registrar, NEHU for information


Pro Vice-Chancellor

2: 1(5)

Speed Ret

Dr. Shakeel Ahmad
Deputy Secretary



UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110002

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली 110 002

No.F.62-2/2009(CU)

January, 2011

The Vice Chancellor
North Eastern Hill University
NEHU Campus
Shillong - 793 022.

Subject: Model Ordinances for the Central Universities in matters of students, academic and other subjects.

Sir,

UGC vide its letter No.61-2/2009(CU) dated 10th November, 2009 constituted an Expert Committee to suggest draft ordinances for the Central Universities in matters of students, academic and other subjects.

The Committee has held detailed deliberations and meetings and had also formed the sub-committee for the preparation of the same. The Committee had submitted a Model Ordinance to UGC duly legally vetted.

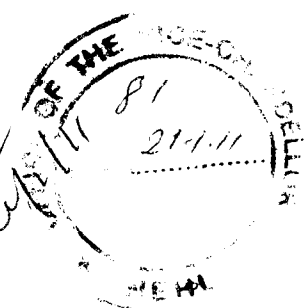
A copy of the Model Ordinances for the Central Universities is being sent to you with a request that while sending the new Ordinances to MHRD, University may frame the ordinances taking the guiding factor from the Model Ordinances.

A copy of the Model Ordinances is enclosed for your information and perusal.

Yours faithfully,

(Dr. Shakeel Ahmad)
Deputy Secretary

*PVC
To next AC/EC
after review by relevant
committees.*



2: 1(6)

**MODEL ORDINANCES WITH RESPECT TO
FACULTY, STUDENTS AND OTHER MATTERS
FOR THE CENTRAL UNIVERSITIES**

**UGC EXPERT COMMITTEE
NOVEMBER 2010**

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2: 1(9)

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with updating

Model Ordinance 1

**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
AND POWERS AND FUNCTIONS OF THE VICE CHANCELLOR
(Act Section 28(0), Statute 2(6)(iii))**

SALARY

- 1) Pay: As notified by the University Grants Commission / Central Government from time to time.
- 2) Dearness and other / Allowances: As notified by the Central Government from time to time other than House Rent Allowance.
- 3) The Vice Chancellor shall be entitled to such terminal benefits and allowances as fixed by the Central Government from time to time.
- 4) The Vice Chancellor shall be entitled to leave travel Concession, as approved by the University from time to time.
- 5) The Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained for the Private OPD/Private Wards of any approved Hospital / Nursing Home as approved by the University.
- 6) The Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from his home town to place of duty and back on his/ her assuming office and relinquishing it on the expiry of his/her tenure.
- 7) The Vice Chancellor shall be entitled to receive Traveling Allowance at the rates fixed by the Executive Council.

Leave:

- 1 (a) The Vice Chancellor shall, during the tenure of his office, be entitled to leave on Full Pay at the rate of 30 days in the calendar year. The Leave shall be credited to his account in advance in two half yearly installments of 15 days each on the first day of January and the first day of July every year.

Provided that if the Vice Chancellor assumes or relinquishes the charge of the Office of the Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed months of service.

- 1(b) The Leave at the credit of the Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.
- 1 (c) The Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled for the number of days equivalent of the leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
- 1 (d) The Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of Medical certificate, provided that when such commuted leave is availed of is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
- 1 (e) The Vice Chancellor shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five year on medical grounds or otherwise.
 2. In case the Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.
 3. During the period of such Leave, the Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as many have been provided.
 4. In the case of any absence of the Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period, so spent shall be treated on duty.
 5. Where an employee of the University is appointed as the Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Vice Chancellor. Similarly, on his/her relinquishing the post of the Vice Chancellor and in event of his/her re-joining his/her old post, he /she shall be entitled to carry back the Leave at his/her credit to the new post.
 6. Further he / she may be allowed to contribute to any provident fund of which he / she is a member and the University shall

contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his / her appointment as Vice Chancellor.

7. If a person, employed in another institution, is appointed the Vice Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior the his/her appointment as the Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she permanently employed, as admissible under the Rules.

Amenities

- 1) The Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation with such furniture, as may be approved by the University. The premises of his/her lodging will be maintained by the University.
- 2) The Vice Chancellor shall be entitled to the facility of a free official car. He shall also be entitled **to mobile phone** and free telephone (with STD and ISD) service at his/her residence.
- 3) The Vice Chancellor shall be entitled to one cook and two attendants at his/her residence.

POWERS AND FUNCTIONS

The Vice-Chancellor is the Chief Executive and Academic Head of the University and as such his / her powers and duties include, among others, the following:-

1. To ensure that the provisions of the Act, Statutes, Ordinances and Regulations are fully observed;
2. To delegate his powers for day-to-day work to the Pro-Vice-Chancellor(s), Deans, Heads of the Departments and other offices who should act on the basis of clear rules laid down in this regard;
3. To ensure that the routine items regarding creation of temporary posts for short duration and sanction of leave etc. should not normally be referred to the Executive council;
4. To make appointments of Deans, Heads, Proctors, Dean of Students

*needs to be seen
in statute*

Welfare and Wardens etc. The appointment of the Pro-Vice-Chancellor (or Rector) and equivalent officers, however, may be made as per the provisions of the Act and Statutes.

5. Power, not to act upon any decision of any authority, if he is of the opinion that it is ultravires of the provisions of the Act or Statutes or Ordinances or that such a decision is not in the best interests of the University. In both the cases he could ask the authority concerned to review the decision and if differences persist, the matter be referred immediately to the Visitor whose decision shall be final **and binding on the Vice Chancellor.**
6. As the Chairman of the authorities, bodies and committees of the University he should be empowered to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behavior unbecoming of a member.
7. All the disciplinary powers in regard to students and employees shall vest with the Vice-Chancellor. He shall have the powers to suspend an employee and initiate disciplinary action against him. However, the Vice-Chancellor could delegate these powers to other officers.
8. He shall be responsible for holding and conducting the university examinations properly at the scheduled time and for ensuring that results of such examinations are published expeditiously and that academic sessions of the university start and end on proper dates.
9. In an emergent situation to take any action on behalf of any authority in which the power is vested and to report the action taken in the next meeting of the authority.
10. He shall be responsible to allocate responsibilities and to audit the performance of officers, faculty members, staff and students against the expected standards.
11. Managing the people (including students and academic staff), in a manner whereby there is a positive impact on society at large and the actions are in accordance with the overall plans of development etc.
12. To exercise all administrative and financial powers as defined in Statutes/Ordinance.
13. He / she shall pass such Orders and take such measures that are necessary to implement any of the above.

MODEL ORDINANCE 2

**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
AND POWERS AND FUNCTIONS OF THE PRO VICE CHANCELLOR
(Act Section 28(0); Statute 4(3))**

The Pro Vice Chancellor shall receive a salary as follows:

- 1) Pay : As notified by the Central Government from time to time.
- 2) Dearness and other / Allowances : As fixed by the Central Government from time to time

Where an employee of this university or any other Institution / Government and its organisations is appointed as Pro Vice Chancellor, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Pro Vice Chancellor, and till he/she continues to hold his/her lien on that post.

- 3) The Pro Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself / herself and his / her family members obtained for the Private OPD/Private Wards of any approved Hospital / Nursing Home as approved by the University.
- 4) The Pro Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from home town to post of duty and back on his / her assuming office and relinquishing it on the expiry of his/her tenure.
- 5) The Pro Vice Chancellor shall be entitled to receive Traveling Allowance at the rates fixed by the Executive Council.
- 6) The Pro Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation. The premises of his/her lodging will be maintained by the University.
- 7) The Pro Vice Chancellor shall be entitled to the facility of a staff car for journey performed between Office and his/her Residence. He shall also be entitled to **mobile phone** and free telephone (with STD and ISD) service at his/her residence.
- 8) The Pro Vice Chancellor shall be entitled to an attendant at his/her residence.

9) Leave:

- a. The Pro Vice Chancellor shall be entitled to leave on Full Pay at the rate of 30 days in the calendar year. The Leave shall be credited to his/her account in advance in two half yearly installments of 15 days each on the first day of January and the first day of July every year.

Provided that if the Pro Vice Chancellor assumes or relinquishes the charge of the Office of the Pro Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed month of service.

- b. The Leave at the credit of the Pro Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.
- c. The Pro Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled to receive a sum equivalent of the Leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
- d. The Pro Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of Medical certificate, provided that when such commuted leave is availed of is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
- e. In case the Pro Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.
- f. During the period of such Leave, the Pro Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided.
- g. In the case of any absence of the Pro Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for

any public purpose, the period so spent shall be treated as on duty.

- h. Where an employee of the University is appointed as the Pro-Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Pro-Vice Chancellor. Similarly, on his/her relinquishing the post of the Pro-Vice Chancellor and in event of his/her re-joining his/her old post, he /she shall be entitled to carry back the Leave at his/her credit to the new post.

Further he / she may be allowed to contribute to any provident fund of which he / she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his / her appointment as Vice Chancellor.

- i. If a person, employed in another institution, is appointed the Pro Vice Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior the his/her appointment as the Pro Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, and Pension Contributions to the Institution, where he/she permanently employed, as admissible under the Rules.

POWERS AND FUNCTIONS

The Pro Vice Chancellor shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him / her by the Vice chancellor.

needs change

MODEL ORDINANCE 3

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS AND FUNCTIONS OF THE REGISTRAR (Act Section 28(0); Statute 6(3))

1. The Registrar shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that the Registrar shall retire on attaining the age of sixty-two years.

Where an employee of this university or any other Institution / Government and its organisations is appointed as Registrar, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Registrar, and till he/she continues to hold his/her lien on that post.

2. The terms and conditions of service of the Registrar shall be such as prescribed for other non vocational employees of the University.
3. When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
4. If the services of the Registrar are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
5. A Registrar on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
6. The Registrar shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also **to mobile phone** and free telephone (with STD and ISD) service at his/her residence.

7. The Registrar shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non vocational staff.
8. The Registrar shall be entitled to the facility of staff car between the Office and his/her residence.

RESPONSIBILITIES AND DUTIES

- (1) The Registrar shall have power to take disciplinary Action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:
 - (a) Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the Action proposed to be taken in regard to him.
 - (b) An appeal shall lie to the Vice-Chancellor against any order of the registrar imposing any of the penalties specified in sub-clause (a).
 - (c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

- (2) The Registrar shall be ex officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities and he shall be ex officio Member-Secretary of the Court.
- (3) It shall be the duty of the Registrar-
 - (a) To be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;
 - (b) To issue all notices convening meetings of the court, the Executive Council, the Academic Council and of any Committees appointed by those authorities.
 - (c) To keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities.

- (d) To conduct the official correspondence of the court, the Executive Council and the Academic Council;
- (e) To supply to the visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;
- (f) To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
- (g) To perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executives Council or the Vice-Chancellor.

not change

MODEL ORDINANCE 4

**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
OF THE FINANCE OFFICER
(Act Section 28(0); Statute 7(3))**

1. The Finance Officer shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendations of a Selection committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Finance Officer is appointed on deputation basis from an organization / Accounts/ Audit service/cadre, his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.

Provided that the Finance Officer shall retire on attaining the age of sixty-two years.

2. Where an employee of this university or any other Institution / Government and its organisations is appointed as Finance Officer, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Pro Vice Chancellor, and till he/she continues to hold his/her lien on that post.
3. When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
4. The terms and conditions of service of the Finance Officer shall be such as prescribed of other non vocational employees of the University.
5. If the services of the Finance Officer are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
6. A Finance Officer on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
7. The Finance Officer shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also **mobile phone** and free telephone (with STD and ISD) service at his/her residence.

2: 1(21)

- 8 The Finance Officer shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non vocational staff.
- 9 The Finance Officer shall be entitled to the facility of staff car between the Office and his/her residence.

RESPONSIBILITIES AND DUTIES

The Finance Officer shall be ex officio Secretary of the Finance committee, but shall not be deemed to be a member of such Committee.

1. The Finance Officer shall-

- (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
- (b) perform such other financial functions as may be assigned to him by the Executive Council or as any be prescribed by the Statutes or the Ordinances.

Subject to the control of the Executive Council, the Finance Officer shall-

- (a) hold and manage the property and investments of the University including trust and endowed property;
- (b) ensure that the limits fixed by the Executive Council for recurring and nonrecurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted.
- (c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation of the Executive Council;
- (d) keep a constant watch on the state of the cash and bank balances and on the state of investments;
- (e) watch the progress of the collection of revenue and advise on the methods of collection employed;
- (f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories;
- (g) bring to the notice of the vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary Action against persons at fault; and

- (h) call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.
- 2. Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Executive council for any money payable to the University shall be sufficient discharge for payment of such money.

needs change

MODEL ORDINANCE 5

**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
OF THE CONTROLLER OF EXAMINATIONS
(Act Section 28(0); Statute 7(3))**

1. The Controller of Examinations shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Controller of Examinations is appointed on deputation basis from any organization his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she/she belongs.

Provided that the Controller of Examinations shall retire on attaining the age of sixty two years.

2. Where an employee of this university or any other Institution / Government and its organisations is appointed as Controller of Examinations, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Controller of Examinations, and till he/she continues to hold his/her lien on that post.
3. The terms and conditions of service of the Controller of Examinations shall be such as prescribed of other non vocational employees of the University.
4. If the services of the Controller of Examinations are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
5. When the office of the controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or nay other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
6. A Controller of Examinations on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.

2: 1(24)

1. The Controller of Examinations shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also **to mobile phone** and free telephone (with STD and ISD) service at his/her residence.
2. The COE shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non vocational staff.
3. The COE shall be entitled to the facility of staff car between the Office and his/her residence.

RESPONSIBILITIES AND DUTIES

Subject to the provision of the Act, Statutes and Ordinance, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of examinations and such duties and functions as may be assigned to him from time to time by the Executive Council/Vice-Chancellor.

MODEL ORDINANCE NO.6**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
OF THE LIBRARIAN
(Act Section 28(0))**

1. The Librarian shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Librarian is appointed on deputation basis from any organization his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she/she belongs.

Provided that the Librarian shall retire on attaining the age of sixty two years.

2. Where an employee of this university or any other Institution / Government and its organisations is appointed as Librarian, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Librarian, and till he/she continues to hold his/her lien on that post.
3. The terms and conditions of service of the Librarian shall be such as prescribed of other non vocational employees of the University.
4. If the services of the Librarian are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
5. When the office of the Librarian is vacant or when the Librarian is, by reason of illness, absence or nay other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
6. A Librarian on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.

7. The Librarian shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also a free telephone service (with STD facility) at his/her residence.
8. The Librarian shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non vocational staff.
9. The Librarian shall be entitled to the facility of staff car between the Office and his/her residence.

RESPONSIBILITIES AND DUTIES

The Librarian shall exercise such powers and perform such duties as may be assigned to him / her by the Executive Council.

Done

MODEL ORDINANCE 7

ASSIGNMENT OF DEPARTMENTS TO SCHOOLS OF STUDIES

Statute 15(5)(a)

The assignment of various Departments and Centre of Studies to various Schools of Studies shall be as under:

I. SCHOOL

Departments

Centres

*Down
RULES & REGULS*

MODEL ORDINANCE 8

**CONSTITUTION OF THE BOARD OF STUDIES
AND TERM OF OFFICE OF ITS MEMBERS**

(Act Sec. 23, Statute 16(2))

1. Each Department shall have a Board of Studies comprising the following members
 - a. Head of the Department: Chairman & Convenor
 - b. All the Professors of the Department / Centre (ex-officio members).
 - c. The senior most Associate Professor and the senior most Assistant Professor by rotation shall be a member of Board of Studies to be nominated by the Vice-Chancellor.
 - d. Two faculty members nominated by the Vice Chancellor from amongst the faculty members belonging to allied / cognate subjects.
 - e. Two subject experts, not in the service of the university, to be nominated by the Vice chancellor.
 - f. Two experts to be invited by the Chairman in case need is felt for that persons inputs for specialized area
2. The appointment of members specified at c, d, and e shall be for a period of three years.
3. A Teacher of the University Department / Centre shall cease to be a member if he/she ceases to be a teacher of the concerned Department / Centre.
4. Any casual vacancy may be filled for the un-expired period.
5. The Board of Studies shall ordinarily meet at least twice a year and on such occasions as may be determined by the Vice-Chancellor.
6. The quorum for the Board of Studies Meetings shall be 50% of the members which shall include at least one outside expert.
7. In the absence of the Chairman, the senior-most member present shall act as Chairman for that meeting.
8. If in the opinion of the Dean of the School concerned, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he/she considers that a matter could be disposed off by circulation among the members of Board of Studies he/she may issue necessary instructions to that effect.

2: 1(29)

MODEL ORDINANCE 9

DUTIES OF HEADS OF DEPARTMENT
(Act Section 28(1)(o))

The Head of a Department shall convene and preside over meetings of the Department **which shall be held at least twice in a semester.**

He / she shall, under the general supervision of the Dean, shall be responsible for the following:-

1. To organize and supervise the teaching and research activities in the Department;
2. To frame the time table in conformity with the allocation of the teaching work made by the Department;
3. To maintain discipline in the class room and laboratories through teachers;
4. To assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
5. To assign work and exercise control over the non-teaching staff in the Department; and
6. To perform such other functions as may be assigned to him / her from time to time by the Dean, the Board of the School concerned, the Academic Council, the Executive Council and the Vice-Chancellor.

MODEL ORDINANCE 10ADMISSION OF STUDENTS TO THE UNIVERSITY

(For Regular on Campus Mode)

(Act Sections 6(xviii), 28(1)(a))

1. Application form for admission to the various programmes offered by University shall be as prescribed by the Academic council of the University from time to time.
2. The last date for the receipt of applications for admission to various Schools of the University shall be fixed each year by the Academic Council.
3. The last date for admission to the Schools of the University shall be fixed each year by the Academic Council.
4. The number of students to be admitted in the Schools of the University in the coming session shall be prescribed each year by the Academic Council.
5. Admission of students shall be made strictly on the basis of merit adjudged through All-India Common Entrance Test wherever applicable aimed at assessing knowledge, comprehension and aptitude of the student to pursue higher studies through written test / viva / group discussion / personal interview or a combination of these.
6. However, provided that in case of courses where the intake of students is small, admission shall be made on the basis of the merit adjudged through the marks obtained in the qualifying examination. The decision to this effect will be taken by the Academic Council on the recommendation of the School Board.
7. The Entrance Examination shall be held at headquarters and other such places as notified by the university from time to time.
8. Question Paper(s) for entrance examination(s) shall be set by expert(s) appointed by the Vice Chancellor.
9. During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent to be appointed by the Controller of Examinations, whose instruction on the conduct of examination shall be final and binding.

10. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination.
11. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee for such further action as the Committee may deem fit.
12. Relevant provisions aimed at maintenance of discipline during entrance examinations of the relevant Ordinance shall be applicable to entrance examinations wherever applicable.
13. Admissions to the various programmes of studies shall be made by the Admission Committee of the concerned School comprising of the Dean as Chairman, Heads of the Departments as members, two nominees of the Vice Chancellor out of which one nominee shall represent the reserved categories.
14. The syllabi, format, duration, scheme of evaluation of the entrance examination shall be decided by the Admission Committee and approved by the Academic Council.
15. Minimum qualifications for admission to the programmes in various Department / Centres shall be prescribed by the Academic Council in consultation with the Dean of the School / Heads of the Department / Centres each year, subject to the concessions provided for by the Regulations.
16. In case of a tie / bracketed score in the marks scored in the entrance test, the marks obtained in the qualifying exam will be taken in consideration for deciding merit.
17. Only such candidates who have passed an examination of an Indian University / Board established or recognized by State / Central governments or such other examination as has been recognized equivalent by State / Central governments / university shall be considered for admission.
18. 15% of the seats in the academic programmes offered by the University shall be reserved for students belonging to Scheduled Caste, 7½% for students belonging to Scheduled Tribe and 27% for students belonging to Other Backward Classes.

Provided that nothing in this section shall be deemed to prevent the University from making special provisions for admission of women,

persons with disabilities or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens.

Provided further that no such special provision shall be made on the ground of domicile.

19. The commencement of classes for all courses, other than professional courses, shall be governed by the UGC norms concerning Minimum Standards of Instruction for the Grant of Degrees as issued and amended from time to time.
20. The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic Council in conformity with requirements of regulations prescribed by national regulatory bodies from time to time.
21. A candidate shall be admitted to the programme in a School on his / her enrollment as a student of the University after paying the fee prescribed by the University.
22. A Student admitted to the University shall be a member either of a Hall of Residence / Hostel or Non-Resident Students Centre of the University.
23. If at any time it is discovered that a candidate has made a false or incorrect statement or other fraudulent means have been used for securing admission his / her name shall be removed from the rolls of the University.

MODEL ORDINANCE 11**PROCEDURE / NORMS FOR APPOINTMENT TO THE POSTS OF PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR**

1. The University will issue all-India advertisement for recruitment to the teaching posts in leading national dailies giving at least 30 days time and make appointments there-to on all India basis on the recommendations of the Selection Committee as constituted in Statute 18(2).
2. In order to attract best talents, the University may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year.
3. The Chairman - Convenor shall issue to each member a Notice, not less than ten days before the meeting, stating the time and venue of the meeting. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and of the experts nominated by the Executive Council.
4. The Chairman - Convenor shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in the case of a tie.
5. The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council in accordance with Statute 12(2) (ii).
6. The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed by the UGC from time to time, shall be followed.
 - i. In addition to the above, the Vice-Chancellor may prescribe, in consultation with the concerned Dean and Head of the Department, to the Academic Council such specification or any other condition as required for the post to be filled up.
7. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him / her for being called for interview.
8. The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the

*new subcommittee
Regulation Committee*

Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.

9. It would be open to the Executive Council to offer appointment to suitable persons who may not have applied in accordance with Statute 19(1).
10. The rules and procedures prescribed by the Govt. of India in respect of the Reserved categories shall be followed as provided in Section 7 of the University Act.
11. The Selection procedure shall be as laid down by the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education – 2010 and as amended from time to time.
12. If case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
13. No recommendations should be made with a condition attached to the occurrence of the future events.
14. The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation.
15. The statutory provision for relaxing of age, minimum qualification, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PH categories will be made applicable to them.
16. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.
17. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the UGC Regulation referred to above.

18. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
19. The in-service candidates should apply through Proper Channel.
20. Outstation candidates belonging to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey, expenses on production of Ticket numbers / proof.
21. Canvassing in any form on behalf of any candidate will disqualify such candidate.
22. The Chairman - Convenor shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act / Statute / Ordinance.
23. The Selection Committee's recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval.
24. The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. The SC/ST/Physically Handicapped candidates need not pay Registration Fee.
25. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to **the High Courts in the State concerned.**

Ugr. Reg. Comm.

MODEL ORDINANCE 12

NORMS / REGULATIONS FOR PROMOTION THROUGH CAREER
ADVANCEMENT OF ASSISTANT PROFESSORS, ASSOCIATE
PROFESSORS AND PROFESSORS

The promotion through career advancement of Assistant Professors / Associate Professors / Professor in the university shall be governed by the Norms / Regulations prescribed by the University Grants Commission in vogue and as amended from time to time.

Univ. Contract
Form 9

MODEL ORDINANCE 13

WRITTEN CONTRACT OF APPOINTMENTS

Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which is hereby prescribed and appended to this ordinance".

*TO BE TYPED ON NON-JUDICIAL STAMP PAPER
& SUBMIT ONE ORIGINAL AND TWO COPIES THEREOF.*

SERVICE CONTRACT

ARTICLES OF AGREEMENT EXECUTED his / her the
_____ day of _____ the year Two
Thousand the _____ Year of the Republic of India between
_____ S/O/D/O/W/O _____
aged _____ years, residing at _____
_____ of the first part (hereinafter called 'the party of the first part')
and the Central University of _____ of the second part.

WHEREAS the Central University of _____ (hereinafter referred in
as "the University") have engaged the party of the first part as
_____ (Designation) and the party of the first part has
agreed to serve the University on the terms and conditions hereinafter contained;

Now these present witness and the parties here to respectively agree as follows:

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty _____ (Date) subject to the terms and conditions herein contained.
2. The party of the first part shall devote his / her whole time and attention efficiently and diligently to his / her duties and at all time obey the rules including the University Servants Conduct Rules prescribed for the time being for the regulations of the branch of the University to which he may be attached and shall whenever required to perform such duties as may be assigned to him / her from time to time.
3. The party of the first part shall be of the Teacher's / Officer's rank and his / her status shall be that of _____ (Designation) in _____ (Department / Centre/Office) as on the date of appointment.

Model Ordinance 14

CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY

(Act Section 28 (1) (o), statute 22(1))

Teachers of the University means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the University or in any College or Institution maintained by the University and are designated as teachers by the Ordinances.

A teacher of the University shall be a whole-time salaried employee of the University and shall devote his / her whole-time to the University and does not include honorary, visiting, part-time and ad-hoc teachers.

Provided that nothing contained in this Ordinance shall apply to the work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions or to any literary work or publication or radio / television talk or extension lectures or, with the permission of the Vice-Chancellor, to any other academic work.

No whole-time salaried teacher of the University shall without the permission of the Executive Council engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. However, teachers may engage in consultancy work as per UGC guidelines and with prior approval of the University.

Nature of Duties

Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required by and in accordance with the Act, the Statutes and Ordinances framed there-under, for the time being in force, whether the same relate to organisation of teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the University.

PERIOD OF PROBATION AND CONFIRMATION

The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.

The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.

2: 1(40)

Subject to this Clause it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.

Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by Central Government.

All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

Confirmation

It shall be the duty of the Registrar to place before the Executive Council the case of Confirmation of a teacher on probation, not later than forty days before the end of the period of probation.

The Executive Council may then either confirm the teacher or decide not to confirm him, or extend the period of probation so as not to exceed twenty-four months in all.

In case the Executive Council decides not to confirm the teacher, whether before the end of twenty-four months' period of his / her probation, or before the end of the extended period of probation, as the case may be, he shall be informed in writing to that effect, not later than thirty days before the expiration of that period.

Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting.

Increment

Every teacher shall be entitled to increment in his / her scale of pay, unless the same is withheld or postponed by a resolution of the Executive Council and after the teacher has been given due opportunity to make his / her written representation.

Age of retirement

Subject to the provision of Statute 25, every teacher confirmed in the service of the University, shall continue in such service until he / she attains the age of superannuation as prescribed by the UGC and Govt. of India from time to time.

Provided further that if the date of Superannuation of a teacher falls at any time during the Academic Session the Executive Council, may on the recommendation of the Vice-Chancellor re-employ the teacher for any period up to the end of the academic session, with a view not to disturb the teaching work of the Department / Centre.

In special cases, a teacher on his / her attaining the age of superannuation, may be re-employed on a contract in keeping with the regulations in this behalf as issued by the UGC from time to time.

Variations in terms and conditions of service

Every teacher shall be bound to act in conformity with the Statutes, Ordinances, Regulations and rules of the University as well as a code of professional ethics as may be formulated by the University.

Provided that no change in the terms and conditions of service of a teacher shall be made after his / her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave; leave salary and removal from service so as to adversely affect him.

Professional Code of Conduct

Every teacher of the University shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University teacher.

- i) Any lapses in performing his / her duties as assigned by the university from time to time.
- ii) Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his / her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the university.
- iii) Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his / her relationship with his / her colleagues and trying to use the above considerations for improvement of his / her prospects or any other such actions which are against the interest of the university.
- iv) Refusal to carry out the decisions by appropriate administrative and academic bodies and / or functionaries of the University.

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Statutes.*

2: 1(42)

- v) Indulging in Plagiarism of any sort within the legal meaning, interpretation and expression of the term.

Resignation

A whole-time salaried teacher may, at any time, terminate his / her contract by giving the University three months' notice in writing or on payment to the University of three months salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

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

Contract

The written contract between a teacher and the University required to be entered into under Section 33 (1) of Central University Act shall be in the form prescribed by the Ordinances.

12. (i) **Fixation of pay of re-employed pensioners**
As per the Government of India Rules issued from time to time.

Teaching Days, Work Load And Leave Rules

The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the UGC and GOI from time to time.

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Model Ordinance 15

**SENSITIZATION, PREVENTION AND
REDRESSAL OF SEXUAL HARASSMENT
(Act Section 28(n))**

Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race caste, sex, **or place of birth**. Article 42 makes provision for securing just and human conditions of work. Article 51-A(e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the "**Elimination** forms of discrimination against women." Resultantly, the Central University of hereby introduces and enforces Ordinance titled "Sensitization, Prevention and Redressal of Sexual harassment."

Bodies of SPARSH:

SPARSH shall include the Apex body of SPARSH (ABS) and the University Complaints Committee (UCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the university. The UCC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.

Functions, Powers and duties of ABS:

- i. To uphold the commitment of the Central University of to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
- ii. To promote a social and psychological environment which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender based violence.
- iii. To generate awareness about gender based discrimination, sexual harassment and other acts of gender based violence.

Functions, powers and Duties of UCC:

- i. To fulfill the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.

2: 1(44)

- ii. To evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence.
- iii. To ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.

Operational definitions:

- ❖ **Sexual harassment:** This shall include such unwelcome sexual behaviour (whether directly or by implication) as:
 - a. Unwanted physical contact and advances.
 - b. A demand or request for sexual favours.
 - c. Sexually-coloured remarks
 - d. Displaying pornography
 - e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
- ❖ **Academic staff:** This shall include any person on the staff of the university who is appointed to a teaching and/or research post, whether full time, temporary, adhoc, part time, visiting, honorary, or on special duty, or employees on a casual or project basis.
- ❖ **Campus:** This includes all the places vested, controlled and/or administered by the Central University of
- ❖ **Non-governmental Organization (NGO):** This shall include any NGO registered under the Societies Registration Act or is a public Charitable Trust. Such an NGO should be engaged in work connect with gender equality.
- ❖ **Counsellor:** This shall include any women from among the staff, who has expertise in social and personal counseling on matters arising out of incidents of sexual harassment.
- ❖ **Non-teaching staff:** This shall include any person on the staff of the university who is not appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part time, on daily wages, on honorary or on special duty, or deputation, and shall include employees on a casual or project basis.
- ❖ **Resident:** This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by the Central University of
- ❖ **Service provider:** This shall include any person who runs on manages commercial enterprises, or provides services on the campus.

Constitution of ABS:

The ABS committee shall consist of the following members, who will be nominated by the Vice-Chancellor.

- i. The chairperson, a women nominated by the Vice-Chancellor, Central University of from amongst the faculty members.
- ii. Five members representing various faculties/centers of the University, of which at least three shall be women.
- iii. Two students representatives of which at least one be girl student (names to be proposed by Dean, Student Welfare for Vice-Chancellor's approval).
- iv. Two members from the non-teaching staff, of which at least one should be women.
- v. One woman NGO representative.
- vi. One woman counselor.

Constitution of UCC:

The Vice-Chancellor shall nominate the members of UCC from among the members of the Apex Committee. It shall comprise of the following.

- i. Five (at least three women) teacher representatives.
- ii. One non-teaching staff representative of the University.
- iii. One person, with known contribution to women's issues, to be co-opted from outside the University, who could be an NGO representative.
- iv. The chairperson shall be elected from amongst the above-mentioned members.
- v. One member-secretary shall also be elected from amongst the above-mentioned members.

Term of office of chairperson and members of ABS and UCC:

- i. The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office.
- ii. Provide that no chairperson or nay member shall hold office for more than two terms.

Vacancy of the office of chairperson or members of ABS/UCC:

If the office of the chairperson or any other members becomes vacant, or if either of them remains absent without written intimation for three consecutive meetings, or for two months, whichever is more, another member may be appointed to fill in the vacancy. The new chairperson/member shall be nominated by the Vice-Chancellor.

Procedures for Transaction of Business of ABS:

- i. The ABS will hold at least five meetings/programmes in an academic year, with not more than 2 months gap between the two meetings.
- ii. Proceedings of all the meetings shall be recorded, confirmed and adopted by the members of the ABS.
- iii. Any member may request the chairperson to call an emergent meeting of the ABS for which at least 24 hours advance notice shall be given. The quorum for the meeting shall be one third members of the ABS.

Procedure for Filing Complaints with the UCC:

- i. Wide publicity to be given for filing complaints.
- ii. Complaints to be registered in strict confidentiality.
- iii. Taking cognizance of complaints about sexual harassment, the UCC shall conduct enquiries, provide assistance and redressal to the victims, recommend penalties and other action to be taken.
- iv. Any student resident, service provider, outsider, faculty member or non-teaching staff **may a complaint** of sexual harassment against a student, resident, service provider, outsiders, faculty members or non-teaching-staff.
- v. **The party** may lodge a complaint directly to the Vice-Chancellor, or to any member of the UCC.
- vi. The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC.
- vii. The UCC may hear both the parties (Complainant and the accused) in a manner as it may deem appropriate, and determine the course of action that the situation merits.
- viii. The UCC will be responsible for conducting a formal enquiry against the student/teacher/non-teaching staff member/service provider allegedly involved in a case on the basis of its findings during the preliminary enquiry.
- ix. The inquiry shall be conducted under the rules and procedure already laid down by the University and will be in conformity with the principles of natural justice.
- x. The formal inquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC finds it impractical to dispose the case within the given time, it will be recorded in writing, and the period may be extended by the Vice-chancellor.

Penalties:

These shall be awarded as per University rules for employees. In case of students/service providers, they could include

- ❖ Warning

- ❖ Debarring entry into hostel/campus
- ❖ Withholding results
- ❖ Expulsion from the university
- ❖ Denial of re-admission
- ❖ Written apology
- ❖ Bond of good behaviour

Note: In case of harassment by an outsider, that is, a person unconnected with the University, the university authorities shall initiate action by making a complaint with the appropriate authorities..

MODEL ORDINANCE 16

Curbing the Menace of Ragging in Higher Educational Institutions
(Act Section 28 (n))

Ragging is prohibited and punishable under the UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions (2009)" as issued and amended by the UGC from time to time.

MODEL ORDINANCE 17**MANNER OF APPOINTMENT AND EMOLUMENTS OF EMPLOYEES
OTHER THAN TEACHERS AND OTHER ACADEMIC STAFF***28(1)(o) read with Statute 23(2) of the University Act & Statutes*

The employees of the university, other than teachers and other academic staff, shall be grouped in to Group A,B and C category and such other categories as classified by Govt. of India from time to time.

The age, qualifications and method of recruitment for appointment to various posts in the university shall be such as may be prescribed in the cadre recruitment rules or as determined by the Executive Council from time to time by the university.

The emoluments of these employees shall be as prescribed by Govt. of India / UGC from time to time.

SELECTION COMMITTEE

The Selection Committee shall comprise the following:

**i. Selection Committees for the posts of Group A & B
(Other than Statutory positions)**

1	Vice-Chancellor / Pro-Vice-Chancellor* (* in the absence of Vice-Chancellor) or nominee of the Vice Chancellor not below the rank of the Professor.	:	Chairman
2	Two members from amongst the members of the Executive Council to be nominated by the Executive Council	:	Member
3	Two experts not in service of this University to be nominated by the Vice-Chancellor	:	Member
4	One member who is a woman, a SC/ST category and one minority member to be co-opted if he / she is not in the Selection Committee (in case the candidates appearing belong to any of the above category)	:	Member
5	The Head of the Department concerned	:	Member
6	Registrar	:	(Member - Secretary)

2: 1(50)

ii) Selection Committee for the posts of Group C

1.	Dean (any School of Studies) (to be nominated by the Vice-Chancellor)	:	Chairman
2.	One member of Executive Council to be nominated by the Executive Council	:	
3.	Two members of the teaching staff of the University to be nominated by the Vice-Chancellor	:	
4.	One expert not in service of this University, to be nominated by the Vice-Chancellor	:	
5.	One member who is a woman, a SC/ST category and one minority member to be co-opted if he / she is not in the Selection Committee (in case the candidates appearing belong to any of the above category)	:	
6.	The Head of the Department concerned	:	
7.	Registrar / Deputy Registrar* (in the absence of Registrar to be nominated by the Vice-Chancellor)	:	(Member - Convenor)

- a) The candidates for selection to the posts of Group A & B will be selected by Selection Committee through personal interview.
- b) University may conduct competitive written test / trade test / technical test for the selection of such posts as may be prescribed in the CRR.
- c) The candidates will be picked-up for interview on the basis of marks obtained in the written test, in order of merit, in the ratio of 10:1 of the vacancies to be filled-up.

1. The Chairman will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.
2. The recommendations of the Selection Committee in respect of the posts of groups A & B will be submitted to the Executive Council and orders of appointments will be issued only after the approval of the Executive Council .
3. The Vice-Chancellor may be authorized to make appointments on the basis of the recommendations of the Selection Committee to the posts of Groups C.

2: 1(51)

4. The rules and procedures prescribed by the Govt. of India in respect of the Reserved categories shall be followed as provided in Section 7 of the University Act and as prescribed by the GOI from time to time.
5. The rules of Govt. of India in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time.
6. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
7. If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
8. No recommendation should be made with a condition attached to it.
9. The University will have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts on the recommendations of the screening and Selection Committee.
10. The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, physically challenged etc. candidates as per rules of GOI.
11. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc, it shall be so stated and recorded.
12. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons there-for.
13. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
14. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number (10:1) on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
15. The in-service candidates should apply through proper channel. The conditions of Age and experience will be relaxed for in-service candidates, on the recommendations of the Selection Committee.

16. Outstation candidates belong to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey expenses on production of proof.
17. The Chairman shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act/ Statute/ Ordinance.
18. Canvassing in any form on behalf of any candidate will disqualify such candidate.
19. The Selection Committee's recommendations, when approved shall remain valid for a period of one year from the date of such approval.
20. The application forms will be sold and the registration fee collected as prescribed by the University from time to time. The SC/ST /Physically Handicapped candidates and in-service candidates of CUK need not pay registration fee.
21. In cases of any disputes any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the **High Court in whose jurisdiction the University is located.**

SCHEDULE –I Group-‘C’

SCHEDULE –I Group-‘C’

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts with the maximum grade pay of Rs.2,800/- (or the equivalent slab in the revised scale) or below be as follows:

- a) Registrar ... Chairman
- b) Dean of School or Head of the Section concerned
- c) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members.
- d) Deputy Registrar (Administration)

SCHEDULE -II (Group A & B)**SCHEDULE – II (GROUP A & B)
GROUP B**

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts exceeding the grade pay of Rs.4,800/- (or the equivalent slab in the revised scale) or below be as follows:

- a) Pro Vice-Chancellor
Chairman
(or senior most Dean in case PVC is not available)
- b) Two members of the Executive Council of whom at least one in the service of the University to be nominated by the Vice-Chancellor
- c) Head of the Department/Section concerned
- e) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members.
(Action of the Vice-Chancellor be reported to the Executive Council at the next meeting)
- d) RegistrarMember Secretary

GROUP A

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts exceeding the grade pay of Rs.4,600/- (or the equivalent slab in the revised scale) or below be as follows:

- e) Vice-Chancellor
(or PVC in case VC is not available) Chairman
- f) Two members of the Executive Council of whom at least one in the service of the University to be nominated by the Vice-Chancellor
- g) Head of the Department/Section concerned
- f) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of

the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members.

(Action of the Vice-Chancellor be reported to the Executive Council at the next meeting)

h) Registrar

Member Secretary

PROMOTION POLICY

PROMOTION POLICY

Promotional avenues to the non-teaching staff shall be in accordance with the Rules as determined by the EC.

CADRE RECRUITMENT RULES

1. The University shall have the following methods of recruitment for employees of the university, other than teachers and other academic staff:
 - i. By direct recruitment;
 - ii. By promotions;
 - iii. By deputation of employees whose services are borrowed from other organisations
 - iv. By appointment of contract service;
 - v. Re-employment of persons who retired from service
2. Appointment to a post in any grade by promotion shall be made, whether in permanent or officiating capacity, from amongst employees serving in posts in the next lower grade in a service, subject to such conditions of eligibility as may be prescribed by the Executive Council.
3. Every appointment by promotion shall be on the basis of suitability, past performance and conduct, as evident in the Annual Confidential Reports, besides due regard to seniority, on the recommendation of the Departmental Promotion Committee, constituted for the purpose from time to time.
4. Provided that the Departmental Promotion Committee for promotion to posts, the maximum grade pay which is Rs.2,800/- or below (or such maximum pay as may be in the corresponding revised pay scale) shall be appointed in the manner provided in Schedule-I and that exceeding Rs.2,800/- shall be as prescribed in Schedule-II
5. The scales of pay for the posts in various employees of the university, other than teachers and other academic staff in the University shall be

as prescribed by the UGC from time to time, and emoluments shall be drawn at the minimum of the scale or at such higher stage as may be fixed in accordance with the rules prescribed in this behalf by the GOI / UGC and specified in the appointment order.

6. Provided that the pay scales may be revised from time to time by GOI / UGC and upon such revision, every employee shall have an option, to be exercised in writing within a prescribed time limit, as to the pay scale in which he / she shall draw his emoluments.
7. Details of qualifications, experience and age etc. for selection to the following statutory, non-teaching posts.

The qualifications, experience and age etc. required for Statutory posts and non-teaching posts should be as prescribed by Govt. of India / UGC from time to time.

MODEL ORDINANCE 18**FEES PAYABLE BY STUDENTS OF THE UNIVERSITY**

1. The Executive Council on the recommendations of the Academic Council shall, from time to time prescribe the fees payable by students .
2. Students admitted to various programmes of studies shall pay the fees as prescribed.
3. **Due date and mode of payment:**
 - 1) The students shall deposit fees as prescribed by the University from time to time.
 - 2) Fees shall be paid on or before the date fixed by the University.
4. **Delay or default in payment:**
 - 1) If a student does not pay fee on time, a fine shall be levied as follows:
 - a) 10% of the fees for the first 10 days
 - b) 20% of the fees for the next 10 days
 - c) 30% of the fees thereafter up to the last date of the month in which the fee is due.
 - 2) The Vice-Chancellor, on his / her behalf any other officer to whom this / her power has been delegated may on the recommendations of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application setting for the reasons for late payment of fee. Such applications should be submitted well ahead of the due dates, so that a decision may be taken.
 - 3) Names of the defaulters, which shall be put up on the Notice Board shall be removed from the rolls of the University with effect from the first day of the following month.
 - 4) A student whose name has been struck off from rolls of the University may be re-admitted on the recommendations of the Dean of the School concerned and on payment of arrears of fees in full and other dues, together with a re-admission fee as fixed by the University. However, such re-admission shall be within the same semester and subject to the student fulfilling the minimum attendance criteria.

- 5) Whenever a student proposes to withdraw from the University, he shall submit an application to the Dean of the School concerned through the Head of the Department / Centre/Centre intimating the date of his / her withdrawal. If he fails to do so, his / her name shall continue to be kept on the rolls of the University for maximum period of one month following the month up to which he has paid the fees. He shall also be required to pay all fees/charges that may fall due during this / her period.

5. Blind students exempted:

Blind students shall be exempted from payment of all the tuition fees.

6. Concession in fee:

- 1) The Dean of the School, on the recommendations of a Committee consisting of the following, shall grant free-ships up to the percentage which may be prescribed by the University Grants Commission in this / her regard:
 - i. Dean – Chairman
 - ii. Three Heads of Department /Centres nominated by the Vice Chancellor.
 - iii. Three students of the Department / Centre/Centre concerned nominated by the Vice-Chancellor.
- 2) If the number of applicants for free-ships is more than the number of free ships available, the committee referred to in sub-clause (1) may recommend half free-ships to some of the applicants so that the total of free-ships does not exceed the prescribed percentage.
- 3) Applications for concession in fees shall be submitted on the prescribed form to the Dean of the School concerned through the Head of the Department / Centre / Centre by 31st August or by such other date as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained.
- 4) The following factors shall be taken into account while making recommendations on the applications of students for grant of free ships:
 - a. Academic record of the student;
 - b. His / her progress in studies in the case of renewal of free-ships;

- c. His / her financial position; and
 - d. Any other factor, which shall also be recorded. The list of students to whom concessions have been awarded ordinarily shall be notified by 30th September.
- 5) Free-ships granted during the academic year shall not be renewed automatically in the following year. The Students in need of such concession shall submit fresh applications every year, which shall be considered along with new applications received in the year.
 - 6) A free ship granted to a student may be cancelled if his / her conduct or progress in studies is found to be unsatisfactory or if his / her financial condition improves and he is no longer in need of fee concession.
 - 7) Fees concession for SC/ST/Kashmiri migrant students and any other category as per Govt. of India directives shall be applicable.

7. Refund of fees, security deposit etc.:

1. Security deposit or caution money are refundable, on an application from the student on his / her leaving the University, after deducting all dues, fines and other claims against him.
2. If any student does not claim the refund of any amount lying to his / her credit within one calendar year of his / her leaving the University, it shall be considered to have been donated by him to the Students' Aid Fund.

Explanation:

The period of one year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his / her name is struck off from the rolls of the University.

3. If, after having paid the fees, a candidate desires his / her admission to be cancelled, he shall be refunded all fees and deposits except Tuition fee for one month, Admission Fee and Enrollment fee, provided his / her application for withdrawal is received by the Registrar at least five clear days before the commencement of the academic session concerned or within five clear days after the completion of admission.
4. If, after having paid his / her / her fees a candidate does not join the University, only the sports fee and security Deposit shall be

refunded to him /her, provided his / her / her application for withdrawal is received by the Registrar not later than 15 clear days after the commencement of the academic session concerned.

5. Application for withdrawal received after the expiry of 15 days from the commencement of the academic session would entitle a student for the refund of Security Deposit / Caution Money only.
 6. If a Student owes any money to the University on account of any damage he may have caused to the University property, it shall be along with outstanding Tuition Fee and fines, if any deducted from the Security Deposit due to him.
8. **The fees for the various University Courses shall be as follows:**
(To be indicated by each university as applicable)

I – Administrative process fee

- (a) Application Form Fee (with Brochure & Examination Fee)
- (b) Enrolment Fee

II – Extra Curricular Activities Fee

- (a) Sports Fee
- (b) Cultural Activities Fee
- (c) Students' Welfare Fee
- (d) Medical Fee

III – Course Fees

- (a) Tuition Fee
- (b) Laboratory Fee
- (c) Library Fee

IV – Deposits (Refundable)

- (a) Caution Money (Laboratory)
- (b) Caution Money (Library)
- (c) Caution Money (Hostel)

9. Students shall not be issued Hall Tickets or allowed to appear at the Examinations unless they have cleared their dues and paid the examination fee.

10. Fees for re-checking Examination results:

The fees for re-checking examination results shall be fixed by the University.

Provided that the fees shall be refunded to the candidate if, on re-checking the results, any error or omission is discovered in the results notified by the University.

11. Fees for the supply of Statement of Marks:

1. Every candidate shall pay along with the examination fee, a fee as fixed by the University for the supply of statement of marks for each examination.
2. The statement of marks shall be sent to the candidates through the Head of the Department / Centre concerned.
3. Duplicate copies of Statement of Marks shall be supplied on payment of a fee as fixed by the University for each statement of marks.

12. Fees for issuing transfer, provisional and other certificates:

1. The following shall be the fees for issuing Transfer/Provisional and other Certificates and for duplicate copies thereof.
 - a. Transfer Certificate
Duplicate copy of the Transfer Certificate
 - b. Provisional Certificate of having passed an examination of the University
Duplicate copy of the above
 - c. Degree Certificate (In-Person)
Degree Certificate (In-absentia)
Duplicate copy of Degree (on production of FIR)
 - d. Bonafide Certificate
 - e. Any other certificate
 - f. Duplicate copy of any other certificate
- } as fixed by the University
2. A student or candidate, who wishes to add or to alter his / her name as originally recorded in the University Registers shall pay a fees fixed for the purpose by the University. Such addition or alteration shall be made to his / her original name as alias in the University Enrollment Register after he has fulfilled the necessary formalities.

3. A student who applies for alteration of the record of his / her date of birth as entered in the University Registers shall pay fees fixed for the purpose by the University. No change in the date of birth shall be made unless approved by the competent authority.

MODEL ORDINANCE 19
Section 28(o); Statute 2(iii) and 12(xx)

TRAVELING AND HALTING ALLOWANCE RULES

1. These Rules may be called the Traveling and Halting Allowance Rules of the Central University of
2. They shall apply to :
 1. Members of the authorities of the University and members of the Committee(s) appointed by the authorities or by the Vice Chancellor
 2. Officers and employees (teaching and non-teaching) of the University.
 3. Students proceeding on approved excursions / field work and any other academic activities
3. Traveling and Halting Allowance shall be applicable to the following categories as below.
 - a. Members of authorities, Members of Committees appointed by the above authorities.
 - i. Journey by Rail: AC II Tier each way fare for the members from the place of the residence to place of work and back/

Journey by Air: As per rules of Govt. of India.
 - ii. Rate of road mileage: As per rules of Government of India.
 - iii. The rates of road mileage will be on the basis of prevailing rates in the Metropolitan city of a particular State and, if no rates have been fixed, then the rules of neighboring States may be adopted. However, if no such rates have been prescribed, the following rates of road mileage allowance may be fixed subject to other conditions governing grant of Road Mileage Allowance and regulations of T.A. claim as per the order issued on the subject from time to time.

(i) For journeys performed in own car/taxi	Rs.16/km
(ii) For journeys performed by autorickshaw/ Own scooter	Rs.8/km
(iii) Daily Allowance: (as per Annexure)	

Provided that the Vice Chancellor may grant traveling and halting allowance at any other rate or rates in special cases, if necessary.

- b. Members of the authorities other than the employees of the University who reside at Headquarters shall be entitled to traveling allowance for attending meetings of authorities or Committees as prescribed under 3 (a)(2) above.
- c. Vice Chancellor
- (i) Journey by Rail: Air conditioned or accommodation of the highest class provided by the Railway.
 - (ii) Journey by Air: Executive / Business Class
 - (iii) Rate of road mileage : Actual fare as per rules of Government of India.

d. Other Employees of the University

For purposes of traveling/halting allowance members of the staff will be categorized into five grades as follows:

Basic Pay + NPA + Stagnation Increment.

Rs. 10,000 and above and those in the pay scales of HAG+ pay scale and above

- i) Rs. 7,600 – 9,000
- ii) Rs. 5,400 – 8,000
- iii) Rs. 4,200 – 4,800
- iv) Below Rs. - 4,200

Grade pay (1)	Travel Entitlements (2)
Officers drawing grade pay of Rs.10,000/- and above and those in pay scale of HAG+ and above	Business/Club class by air/AC First class by train
Officers drawing grade pay of Rs.7,600, 8700, 8900 and 9000/-	Economy Class by air/AC First class by Train
Officers drawing grade pay of Rs.5,400, 6000, 6600, 7000, 8000/-	Economy Class by air/AC II Tier class by train
Officers drawing grade pay fo Rs.4,200 - Rs.4,600/- and Rs.4800/-	AC II Tier class by train
Officers drawing grade pay below Rs.4,200	First Class/AC III Tier/AC Chair car by train

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Note 1: 'Pay' means, pay in the revised scales of pay special pay, non practicing allowance, personal pay and any other emoluments which may be specially classed as pay, actually drawn by the person.

Note 2 : In the case of re-employed persons, 'pay' will include the amount of original pension and pension equivalent of retirement gratuity which he has been allowed to draw in addition to pay on re-employment. If the total of pay plus pension etc. exceeds the maximum of the pay scale of the post, such excess will be ignored.

Note 3: Honorarium or part time workers shall rank in such grade as the Vice Chancellor may be decided on a case to case basis.

e) Students proceeding on academic activities.

4. General

- i) A member of the staff will be paid traveling/halting allowance for travel in connection with official work or in connection with congresses, conferences or seminars when he/she is sent as a delegate by the University (and is not paid by the authorities organizing the congress etc) or when he to proceed on field work or accompany students on educational tour/field work. Approval of the competent authority prescribed for the purpose shall, however, be taken before undertaking such journeys. Note : In the case of congresses/conferences/seminars, approval of the Vice Chancellor shall be obtained. The Deans may sanction field work by teachers and other Research/Technical Staff of the University in respect of projects approved by the University and within the sanctioned provision.
- ii) In case of other tours on official work, Finance Officer, Deans and Registrar may authorize the move in the case of staff working with them. In the case of Deans and Registrar the tour programme shall be got approved by the Vice Chancellor of the University.
- iii) When a person combines tour with vacation/leave and does not return to headquarters immediately on completion of tour, he will be entitled to traveling/halting allowance for onward journey only.
- iv) When a member of the vacation staff is required to come to headquarters from outside to attend, during vacation meetings of the Registrar or other Statutory bodies and of Committees appointed by these bodies or meetings of examination committees etc. he will be entitled to travel grant

for the journey from the place of stay outside to the place of the meeting and back but not to any halting allowance.

- v) A person compulsory recalled to duty before the expiry of leave sanctioned to him will be entitled to draw travel grant from the place at which the communication reaches him provided the leave is curtailed by not less than a month. If the period by which the leave is curtailed is less than a month travel grant may be allowed at the discretion of the Vice Chancellor.
- vi)
 - a) A teacher attending conference/seminar/workshop etc. with the financial assistant under the scheme "Unassigned Grants" of University Grants Commission, rules of unassigned shall be followed.
 - b) In respect of teachers nominated/deputed to attend the conferences/seminar/ workshop from out of the University funds other than unassigned grants the following cases of teachers shall be considered for approval by the competent authority.
 - i) A person who is nominated or elected as President of Chairman of the Conference/meeting/section etc.
 - ii) A person whose paper has been accepted for being presented at the Conference/Seminar.
 - iii) The traveling allowance shall not exceed the actual traveling expenses and halting allowance that they may be paid in special case to the participating shall be decided by the Vice Chancellor.
 - vii) On educational tour/field work trips, the railway fare will be allowed at the concessional rate; where such concession is permissible under the railway regulations, by the class to which the person is entitled according his grade.
 - viii) The authority competent to permit a person to proceed on tour etc. may sanction an advance to cover his traveling expenses for a period not exceeding thirty days. A second advance is not permissible except under special sanction of the Vice Chancellor, until an account has been given of the first advance.
 - ix) The T.A. bills shall be submitted within a month of the completion of the tour. Balance out of the advance, if any,

shall however be refundable immediately. Unless permitted by the Vice Chancellor the entitlement of a person to traveling and halting allowances is forfeited as deemed to have been relinquished if the claim is not preferred within six months from the date on which they become due.

- x) Traveling and halting allowances once drawn and admitted shall not be revised in consequence of revision of TA regulations or increase in pay resultant on promotion/grant of advance increments with retrospective effect except for late authorization/drawl of increments.
- xi) The Deans and Registrar will be their own Controlling Officers. They will also be Controlling Officers in the case of the staff working with them.
- xii) It is the duty of a Controlling Officer before signing or counter – signing a traveling allowance bill
 - a. To see that the halt has not been unnecessarily or unduly protracted;
 - b. To satisfy himself that traveling allowance for journey by Rail has been claimed for the class of accommodation actually used; and
 - c. To observe any other instructions which the Registrar or the Vice Chancellor may give for his guidance. The Controlling Officer may disallow any claim, in his opinion, does not fulfill the above conditions.
- xiii) The Controlling Officer may permit a person to draw the actual cost of hiring a conveyance not exceeding the scales given below in connection with a journey performed in the University's interest within a radius of 8 kms. From his headquarters when a staff car /University conveyance is not made available and no traveling is admissible.

Rules in this regard shall be as prescribed as per Govt. of India rules issued and amended time to time.

Note: The conveyance hire reimbursed shall normally be the bus fare if the places to be visited are connected by the public conveyance. If on such routes any other conveyance is hired, the hire charges may be reimbursed on the certificate of the Finance Officer, Deans and Registrar that in the interest of the University work or due to the urgency it was necessary to hire such a

conveyance. If the places to be visited are not connected by public conveyance, scooter fare may be paid.

Note 1: Conveyance expenses will not be reimbursed in respect of a journey if the person concerned is granted any compensatory leave or otherwise receives any special remuneration, for the purpose of the duty which necessitated the journey. However, where the person is recalled to office from his residence the controlling officer may reimburse conveyance expenses in addition to the overtime allowance admissible to him.

Note 2: In the case of a person less than in rank of Assistance or equivalent conveyance expenses may be paid if he is required to come to office outside the ordinary hours of duty and does not receive any special remuneration /overtime allowance.

Note 3 : When a person travels a class lower than that he is entitled, he shall be entitled to the reimbursement fare of the class actually used.

Schedule (DA Rates)

Grade pay(1)	Daily Allowance
Officers drawing grade pay of Rs.10,000/- and above and those in of HAG+ and above	Reimbursement for Hotel accommodation / guest house of upto Rs. 5000/- per day / reimbursement of AC taxi charges of upto 50 kms per day for travel within the city and reimbursement of food bills not exceeding Rs. 500/- per day.
Officers drawing grade pay fo Rs.7,600 to- Rs.9,000/-	Reimbursement for Hotel accommodation / guest house of upto Rs.3000/- per day; reimbursement of non-AC taxi charges of upto 50 kms per day for travel within the city and reimbursement of food bills not exceeding Rs. 300/- per day.
Officers drawing grade pay fo Rs.5,400 to- Rs.7,000/-	Reimbursement for Hotel accommodation / guest house of upto Rs.1500/- per day; reimbursement of taxi charges of upto Rs.150 per day for travel within the city and reimbursement of food bills not exceeding Rs.200/- per day.
Officers drawing grade pay fo Rs.4,200 to - Rs.4,800/-	Reimbursement for Hotel accommodation / guest house of upto Rs.500/- per day; reimbursement of taxi charges of upto Rs.100 per day for travel within the city and reimbursement

	of food bills not exceeding Rs.150/- per day.
Officers drawing grade pay below Rs.4,200	Reimbursement for Hotel accommodation / guest house of upto Rs.300/- per day; reimbursement of travel charges of upto Rs.50 per day for travel within the city and reimbursement of food bills not exceeding Rs.100/- per day.

Anything which is not contained in this ordinance may be dealt as per rules of Government of India.

MODEL ORDINANCE 20**UNIVERSITY BUILDING COMMITTEE**
(Act Section 28(j))

1. There shall be a Building Committee consisting of the following members, namely:
- a. The Vice Chancellor (Chairperson)
 - b. A Representative of the CPWD / PWD not below the rank of Executive Engineer
 - c. A member of Panning Board nominated by Vice Chancellor
 - d. The Finance Officer
 - e. A Representative of User Department
 - f. Two teachers of the University not below the rank of Professor nominated by the Vice Chancellor
 - g. Principals of engineering college in the University or from nearby University Engineering College.
 - h. The University Engineer
 - i. The Registrar – Member Secretary

NOTE :The Dean of the Faculty/ the Head of the Department / the Head of the Institution, who is the main user of the proposed Building, may be invited to attend the meeting in which the said project comes up for consideration.

2. The Committee shall:
- a. be responsible for finalizing the Plans and Estimates of the various Building Projects approved by the UGC, or other funding Agencies, and for proper utilization of the Grants received from the UGC etc;
 - b. be responsible for the maintenance and upkeep of the University Buildings;
 - c. assess the cost of repairs, additions, alteration and demolition of the University Buildings annually and prepare the Budget for the same to be submitted for approval of the Executive Council.
 - d. exercise all such powers, as delegated to it by the Executive Council from time to time and
 - e. Constitute one or more Sub Committees to look after any of the functions and responsibilities assigned to it.
- 3) The Committee shall meet at least twice in a year, or as and when necessary.

- 4) One third members shall form the quorum.
- 5) The composition of the Building Committee should be intimated to the University Grants Commission immediately after it is constituted.
 - 1) The Building Committee shall be responsible for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds received from the University Grants Commission the Government and from the University's own resources.

NOTE: The above mentioned composition and functions shall stand amended as per the notifications / instructions issued by the UGC from time to time.

MODEL ORDINANCE 21**PURCHASE COMMITTEE**

(Act Section 28(j))

1. There shall be a Purchase Committee of the University for the purchase of goods consisting of the following members, namely :
 - i. One of the Deans to be nominated by Vice chancellor (Chairman)
 - ii. The Registrar
 - iii. The Finance Officer
 - iv. Head of the Department/Institution concerned;
 - v. Officer in charge of Purchase & Procurement- (Secretary).

2. The above Committee shall be responsible for procurement of Goods as defined hereunder:

The term "goods" includes all articles, material, commodities, live stock, furniture, fixtures, raw material, spares, instruments, machineries, equipments etc. purchased or otherwise acquired for the use of the University but excludes books, publications, periodicals etc. for a library

3. The procedure to be followed in making procurement for the university School / Department / Centre / Division / Sections / should conform to the following yardsticks:

(i) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring School / Department/Centre/Division/Section.

(ii) The specifications so worked out should meet the basic needs of the Department/Centre/Section without including superfluous and non-essential features, which may result in unwarranted expenditure.

(iii) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs;

- a. Offers should be invited following a fair, transparent and reasonable procedure;
- b. The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
- c. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;

- d. At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
 - e. School / Department/Centre/Division/Section may with the approval of competent authority procure the required goods from firms under DGS&D rates.
- (iv) The University may utilize the approved registered suppliers for procurement of goods through Limited Tender Enquiry. A Head of Department may also register suppliers of goods which are specifically required by the Department or Office.

4. Purchase of goods without quotation :

Purchase of goods upto the value of Rs.15,000/- (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

"I, _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price".

5. Purchase of goods by purchase committee:

Purchase of goods costing above Rs.15,000/- (Rupees Fifteen Thousand) only and upto Rs.1,00,000/- (Rupees One Lakh) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the competent authority. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

"Certified that we _____, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."

6. Purchase of goods directly under rate contract :

The University may directly procure goods under rate contract from DGS&D. The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The Department/Centre/Division/Section shall make its own arrangement for inspection and testing of such goods where required.

A demand for goods should not be divided in to small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of competent authority required with reference to the estimated value of the total demand.

7. Purchase of goods through bids:

The University may follow the following standard method of obtaining bids in :

- (i) Advertised Tender Enquiry;
- (ii) Limited Tender Enquiry;
- (iii) Single Tender Enquiry.

Advertised Tender Enquiry :

- (i) Subject to exceptions incorporated under Rules as above, invitation to tenders by advertisement should be used for procurement of goods of estimated value Rs. 25 lakh (Rupees Twenty Five Lakh) and above. Advertisement in such case should be given in the Indian Trade Journal (ITJ), published by the Director General of Commercial Intelligence and Statistics, Kolkata and at least in one national daily having wide circulation.
- (ii) The University should also publish all its advertised tender enquiries on the website and provide a link wit NIC website. It should also have its website address in the advertisements in Indian Trade Journal and Newspapers.
- (iii) The University should also host the complete bidding document in its website and permit perspective bidders to make use of documents downloaded from the website by payment of the amount specified, if priced.
- (iv) Where the University feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the

Department/Centre/Section may send copies of the tender notice to the Indian embassies abroad as well as to the foreign embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries.

- (v) Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids form abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

Limited Tender Enquiry:

- (i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty-five Lakhs. Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred to above. The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.
- (ii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty five lakhs, in the following circumstances.
- (a) The competent authority in the University certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The University should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
- (b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.
- (c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped, is remote.
- (d) Sufficient time should be allowed for submission of bids in

Limited Tender Enquiry cases: Two bid system

For purchasing high value goods of a complex and technical nature, bids may be obtained in two parts as under:

- (a) Technical bid consisting of all technical details along with commercial terms and conditions; and
- (b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The technical bids are to be opened and evaluated by the competent committee or authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

Late Bids:

in case of advertised tender enquiry or limited tender enquiry, late bids (bids received after specified date and time for receipt of bids) should not be considered.

Single Tender Enquiry :

Procurement from a single source may be resorted to in the following circumstances:

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- (ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- (iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

Contents of Bidding Document: All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the following headings:

- 1: Instruction to Bidders.
- 2: Conditions of Contract.
- 3: Schedule of Requirements.
- 4: Specifications and allied Technical Details
- 5: Price Schedule (to be utilized by the bidders for quoting their prices)
- 6: Contract Form.
- 7: Other Standard Forms, if any, to be utilized by the purchaser and the bidders.

Bid Security :

- (i) To safeguard against bidder's withdrawing or altering its bid during the bid validity period in case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders except those who are registered with the Central Purchase Organization, National Small Industries Corporation(NSIC). The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two to five percent of the estimated value of the good to be procured. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, safeguarding to purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final date validity period.
- (ii) Bids Securities of the unsuccessful bidders should be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30th day of the award of the contract.

Advance payment to supplier:

Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments in the following types of cases :

- (i) Advances payment demanded by firms holding maintenance contracts for servicing of Air-conditioners, computers, other costly equipment, etc.
- (ii) Advance payment demanded by firms against fabrication contracts, turn-kay contracts etc.

Such advance payments should not exceed the following limits:

- (i) Thirty per cent of the contract value to private firms:

- (ii) Forty per cent. Of the contract value to a State or Central Government agency or a Public Sector undertaking; or
- (iii) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

University may relax, in consultation with the Finance Officer, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payments as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

Part Payment to suppliers:

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it despatches the goods from its premises in terms of the contract.

Transparency, competition, fairness and elimination of arbitrariness in the procurement process:

All conditions stipulated under Rule 160 of General Financial Rules, 2005 of Government of India issued by the Ministry of Finance Department of Expenditure shall be applicable.

8. The Officer in charge of Purchase & Procurement shall convene the meeting of the Purchase Committee within 4 weeks from the date of receipt of indent or as and when necessary.
9. The purchase committee shall approve the tenders of rates of the firms in different item requirements and the orders for the items approved by the aforesaid Committee shall be placed with these firms by university as and when necessary.
10. In case the rates of the approved firms go up / down subsequently, the Purchase Committee meeting shall be convened again to approve of the rates before purchase are made.
11. If the purchase of any item the rate which has not already been approved by the Committee should become necessary in exceptional circumstances and time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee.

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12. Similarly, in the event of a change in the rate already approved by the Purchase Committee and time when does not permit the convening of a meeting of the Purchase Committee, the purchase of the revised rates shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee.
13. The Purchase Committee may appoint a Sub Committee consisting of at least three members, as and when required.
14. One third of the members shall form the quorum.
15. Anything not covered in the above rules will be governed by the GOI (GFR Rules 2005) as issued and amended from time to time.

MODEL ORDINANCE 22**MEDIUM OF INSTRUCTION AND CONDUCT OF EXAMINATIONS
As stipulated under Section 28(c) (g) of the University Act**

1. The medium of instruction in respect of all courses conducted in the Schools, Centres and departments admitted to the privileges of the University shall be English, except in cases of studies/research in Languages.
2. Examinations of the University, other than the doctorate examination shall be open to regular and eligible students, i.e. such students who have undergone a regular course of study in the University for a period specified for that course of study after fulfilling the minimum attendance and credit requirements as laid down by the University.
3. All examinations of the University (except entrance examinations) shall be conducted at headquarters i.e. Gulbarga (**place of university.....**) through internal assessment by the faculty members concerned. The format and timing of continuous internal assessment shall be decided by the concerned faculty member and the format and timing of the end-semester examinations shall be decided by the School Board. Provided however that all end – semester examinations for different Departments / Centres in a School shall normally be conducted in a commonly agreed time frame within the semester.
 - i. The format of the entrance examination shall be decided by the Schools concerned and same approved at the School Board. The Entrance Examination shall be held at headquarters and other such places as specified and approved by the university from time to time.
 - ii. Provided further that the Heads of Departments concerned shall prepare the question bank for the entrance examinations to be forwarded to the Controller of Examinations through the Dean of the School concerned. The Controller of Examinations shall set the question paper from the question banks received in confidential manner and conduct the entrance examination.
4. Question papers of all examinations shall be set and answered in English language subject to the following conditions:
 - i. Question papers of all examinations in languages shall be set and answered in the respective languages.
 - ii. Provided that candidates appearing at an examination in languages other than English may be permitted to answer a part of the question

paper in English and the rest in the language concerned.

DISCIPLINE AMONG STUDENTS IN UNIVERSITY EXAMINATIONS

I. UNIVERSITY END SEMESTER EXAMINATIONS

1. The end-semester examinations shall be held under the general supervision of the Head of Department by the faculty member concerned. He / she shall be responsible for the fair and orderly conduct of the examination.
2. In case of detection of unfair means (as specified in clause 1 of General Guidelines below), the same shall be brought to the notice of the Head of department concerned who shall submit a full report of the same to the Dean concerned for further action specified under clause 5 of the General Guidelines below.

II. ENTRANCE EXAMINATIONS

1. During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent of the centre who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination for that session.
2. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee in terms of clause 4 of General Guidelines below. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor as provided under Clause 7.
3. Everyday, before an examination begins, the invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and ask them to hand over all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late-comer is admitted this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his / her identification card and hall ticket with him/her.

III. GENERAL GUIDELINES

1. Use of Unfair means:
A candidate shall not use unfair means in connection with any

examination. The following shall be deemed to unfair means:

- a. Found in possession of incriminating material related / unrelated to the subject of the examination concerned.
- b. Found copying either from the possessed material or from a neighbour
- c. Inter-changing of answer scripts.
- d. Change of seat for copying.
- e. Trying to help other candidates.
- f. Found consulting neighbours
- g. Exchange of answer sheets or relevant materials.
- h. Writing some other candidate's register number in the main answer paper.
- i. Insertion of pre-written answer sheets (Main sheets or Additional Sheets)
- j. Threatening the invigilator or insubordinate behaviour as reported by the Chief Superintendent and / or Hall Superintendent.
- k. Consulting the invigilator for answering the questions in the examination.
- l. Cases of impersonation m.
- m. Mass copying.
- n. Using electronic devices for the purpose of malpractice.**

The Executive Council may declare any other act of omission or commission to be unfair means in respect of any or all the examination.

2. If the Vice-Chancellor is satisfied that there has been mass-scale copying or use of unfair means on a mass-scale at particular center(s), he may cancel the examination of all the candidates concerned and order re-examination.
3. Where the invigilator incharge is satisfied that one third (1/3) or more students were involved in using unfair-means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.

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- a) The Chief Superintendent of the examination centre shall report to the Controller of Examinations without delay and on the day of the occurrence if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.
- b) A candidate shall not be forced to give a statement but the fact of his / her having refused to make a statement shall be recorded by the Chief Superintendent and shall be got attested by two other members of the supervisory staff on duty at the time of occurrence of the incident.
- c) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer-book. The answer-book in which the use of unfair means is suspected shall be seized by the Chief Superintendent, who shall send both the answer-books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
- d) All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the Centre Superintendent, examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examination as the case may be, with all the relevant material

4. Examination Discipline Committee

- a) All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.
- b) The Committee shall consist of five members drawn from amongst the teachers and officers of the University. One member will be nominated as Chairman from amongst them by the Vice Chancellor.
- c) A member shall be appointed for a term of two years, and shall be eligible for re-appointment.
- d) Three members present shall constitute the quorum.
- e) Ordinarily, all decisions shall be taken by the Committee by simple majority. If the members cannot reach a consensus, the case shall be referred to the Vice-Chancellor, whose decision shall be final.

- f) All decisions taken by the Examination Discipline Committee will be placed before the Vice-Chancellor for approval.
- g) A candidate, within one month of the receipt of the decision of the University, may appeal to the Vice-Chancellor, in writing for a review of the case. If the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.
5. The Examination Discipline Committee may recommend one of the following punishments for cases of unfair means.

Nature of unfair means	Scale of Punishment
If the candidate has used unfair means specified in sub-Clause (a) to (g) of Clause 3	Cancel all the University Examinations registered by the candidate in that session.
If the candidate has repeated the unfair means shown at 3(a) to (g) a second time.	Cancel the University Examination of all subjects registered by the candidate in that session and debar him/her for the next examination session (i.e. all University Examinations in the subsequent session)
If the candidates has repeated the unfair means shown at 3(a) to (g) third time.	Cancel the University Examination of all subjects registred by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination.
If the candidate used unfair means in sub Clause (h) of Clause	Cancel the University Examinations of all subjects registered by the candidate during that semester only.
If the candidates used unfair means in sub Clause (i) of Clause	Cancel the University Examinations of all subjects registred by the candidate for that session and debar him/her for two subsequent examination sessions.
If the candidates use unfair means in sub Clause (j) of Clause 3.	Cancel the University Examinations of all subjects registered by the candidate for hat session and debar him/her for two years from registering and appearing for the University Examination.
If the candidates used unfair means in sub Clause (k) of Clause	Cancel the examination of all subjects registred by the candidate for that session.
If the candidates used unfair means in sub clause (l) of Clause	Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the examination sessions. Moreover, relevant legal action shall be initiated if an outsider is involved.

<p>If the candidates used unfair means in sub Clause (m) of Clause 3.</p>	<p>ix) a) In the Single Hall : Cancel the relevant examination taken by the students of that Hall. Debar the concerned Hall Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation, etc. for the next six examination sessions.</p> <p>b) In a Centre : Cancel the relevant examination taken by the students of the center. Debar the Hall Superintendents and the Chief Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation etc., for the next six examination sessions and cancel the examination center for two years.</p>
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IV. AWARD OF GRADES

The total performance within a semester and the continuous performance from the second semester onwards will be indicated by a Grade Point Average (GPA), Weighted Average Marks (WAM) Cumulative Grade Point Average (CGPA) and Overall Weighted Percentage Marks (OWPM), respectively. Hence CGPA and OWPM are the real indicators of a student's performance. They are calculated by the formulations given below:

$$\begin{aligned} \text{WAM} &= (\sum C_i) / (\sum C_i), \text{ GPA} = (\sum C_i G_i) / (\sum C_i) \\ \text{OWPM} &= (\sum \sum C_{ni} M_{ni}) / (\sum \sum C_{ni}), \\ \text{CGPA} &= (\sum \sum C_{ni} G_{ni}) / (\sum \sum C_{ni}) \text{ where} \end{aligned}$$

C_i – number of credits for the i^{th} course,
 M_i – marks obtained in the i^{th} course,
 G_i – grade point obtained in the i^{th} course,
 C_{ni} – number of credits of the i^{th} course of the n^{th} semester
 M_{ni} – marks of the i^{th} course of the n^{th} semester
 G_{ni} – grade points of the i^{th} course of the n^{th} semester

A candidate has to secure a minimum of 50 percent of marks (Two Sessional Tests marks plus End – Semester examination mark) in the course taken, to pass in that course. A candidate who has not secured a minimum of 50 percent of marks in a course shall be deemed to have failed in that course. A student cannot repeat the End Semester examination in a course in which he / she has passed to improve the score.

A student with arrears can repeat End semester examinations for a maximum of three times (excluding the first appearance), along with the subsequent End semester examinations. The Sessional Marks obtained by the student will be carried over for declaring the result.

2: 1(85)

Grading System:

The term grading system indicates a Six (6) point scale of evaluation of the performances of students in terms of marks, grade points, letter grade and class.

The marks and the grades obtained in the courses corresponding to the best 72 credits including the best 54 core credits and the best 18 credits for electives will taken into consideration account in arriving the OWPM (for two year Masters' Programme). The marks and the grades obtained in the courses corresponding to the best 108 credits including the best 81 core credits the best 27 credits for electives will be taken into account in arriving at the OWPM (for three year Master's Programme).

OWPM	Letter Grade	Class
75 – 100	O	Outstanding
65 – 74	A+	First
60 – 64	A	First
55 – 59	B+	Second
50 – 54	B	Second
0 – 49	F	Fail

Conversion of Percentage of Marks to Grade points

The percentage of marks obtained by a student in a course will be indicated by a grade point and a letter grade. A Six (6) point scale as used for the evaluation of the performance of the student as given below.

Marks	Grade Point	Letter Grade
75 – 100	5.50 – 6.00	O
65 – 74	4.50 – 5.49	A+
60 – 64	4.00 – 4.49	A
55 – 59	3.50 – 3.99	B+
50 – 54	3.00 – 3.49	B
0 – 49	0.00 – 2.99	F

As per
provisional
programme

MODEL ORDINANCE 23

**AWARD OF UNDERGRADUATE / P.G. DEGREES AND DIPLOMAS /
P.G. DIPLOMAS & CERTIFICATES OF THE UNIVERSITY**

(For Regular on Campus Mode)

[Act – Section 6(1) (ii), Section 28(1)(d)] of the Act

1. All the Courses of study leading to award of respective Degrees/ Diplomas/Certificates shall be conducted by the Schools / Departments / Centres established by the University and its Colleges.

2. Duration of the Course

- I) The duration of the Course shall be five years for integrated programmes spread over ten semesters with exit option after three years (six semesters) leading to the award of the Undergraduate Degree.
- II) The duration of Post Graduate Course shall be two / three years (four / six semesters)
- III) M.Phil. and Ph.D. Programmes shall be governed as per UGC norms / regulations (2009) as issued and amended from time to time.
- IV) The duration of the Certificate / Diploma Programmes shall be as under

UNIVERSITY WISE INSERTION

CERTIFICATE / DIPLOMA PROGRAMMES	DURATION

- V) A Student shall be required to attend at least 75% of the classes actually held in each subject to the satisfaction of the School / Department / Centre and such seminars, sessionals and practicals as may be prescribed.

Provided that the Dean of the School concerned on the recommendations of the Head of the Department / Centre may condone the shortage in attendance not exceeding 5% for valid and convincing reasons.

Provided, further that students deputed by the University to take part in the extra co-curricular events be given a concession of upto 5% attendance, if necessary, in addition to the relaxation in the attendance requirement as provided above. Such concessions would be available for the days of actual participation in the event, including journey time with the prior approval of the Dean of the Students Welfare.

3. Eligibility for admission:

The eligibility criteria for admission to various Courses offered by the University are as under:

(as approved by the Academic Council or any other body authorized for the purpose from time to time).

4. Courses of study and framing of the Syllabi

- i) The Courses in a Subject of study shall be those approved by the Academic Council, on the recommendations of the School Board, Board of Studies of the Department /Centre concerned.
- ii) The Syllabi / Course structure for the Programme of study shall be as approved by the Academic Council on the recommendations of the School Board, Board of Studies of the Department /Centre concerned.

5. Removal of Students from the Courses

The Dean of the School on a reference from a Department or Centre may recommend to the Vice-Chancellor the removal of a student from a Course on the basis of unsatisfactory academic performance and / or misconduct (as defined in the Regulations / Rules).

6. Conferment of Honorary Degrees

The Executive Council may, on the recommendation of the Academic Council and by resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of Honorary Degrees.

Provided that in case of emergency, the Executive Council may on its own, make such proposals.

The following Honorary Degrees may be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or eminent services to the cause of Education or Society, a fit and proper person to receive such Degree(s):

Doctor of Laws	(LL.D.)
Doctor of Literature	(D.Lit.)
Doctor of Letters	
Doctor of Science	(D.Sc.)

Degrees, including Honorary Degrees, shall be conferred at convocation / special Convocation and may be taken in person or in absentia.

Existing

MODEL ORDINANCE 24

CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY *(Section 28 (1) (h) of the Act)*

The objectives of the Halls of Residence (Hostels) are as follows:

- (a) to provide to the students of the University a congenial place to live so that they can devote themselves to pursuit of higher learning;
- (b) to provide enlightened guardianship to the students during an impressionable age when they are living away from their parents/guardians;
- (c) to ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of co - operation and goodwill and acquire broader societal frame;
- (d) to provide opportunities for co-curricular and extra-curricular activities for all round development or individual personality and for giving expression to their artistic and creative talent; and
- (e) to develop in the students the capacity to govern their own affairs.

Residence in Campus

- (a) The students residing in the Halls of Residence shall pay such fee as may be prescribed by the relevant Ordinance from time to time.
- (b) The University shall maintain such Halls of Residence as may be necessary to fulfill the objectives of residence.
- (c) Every Hall of Residence shall have a name as the University may assign to it.
- (d) A Hall of Residence may accommodate reasonable number of students preferably not accommodating more than two students in a room.
- (e) Each Hall of Residence shall be under the charge of a Warden.

Supervision and Control - Central Committee on Residence

- (a) The supervision and control of the Hall of Residence is vested in the Vice - Chancellor. The Chief Warden will assist the Vice -Chancellor in performing his function with the help of a Central Committee on Residence.

- (b) The Central Committee shall be appointed by the Vice - Chancellor or by such person he may specify on his behalf and shall comprise the following:
- (i) Dean, Students' Welfare;
 - (ii) Chief Warden;
 - (iii) Director Sports; and
 - (iv) 3 Wardens of Halls of Residence maintained by the University by rotation.
- (c) The term of office of the Central Committee shall be two years in the first instance.
- (d) The functions of the Committee shall be as follows:
- i. Management, selection and admission of students to the University Halls of Residence.
 - ii. Supervision of the Halls of Residence and advice University on matters of policy, etc; relating to their management;
 - iii. Maintenance of discipline amongst the resident students;
 - iv. Transfer of a student from one Hall to another; and
 - v. Such other duties as may be assigned by the Vice – Chancellor.
- (e) The Committee may admonish a student for misconduct, may impose a fine as fixed by the University on a student, may remove a student from the Hall of Residence.
- (f) The Central Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened and presided over by the DSW and 1/3 of its members shall form the quorum.
- (g) The DSW shall submit the decision of the Committee to the Vice -Chancellor who will, wherever necessary, place it before the Executive Council for consideration and further action.

Warden, Prefect and Local Committee

- (a) The management of each Hall of Residence and the Mess attached to it shall vest in the Warden who will be assisted by the Prefect, appointed by the Warden, and a Local Committee which may consist of:
- (i) Warden – Chairperson;
 - (ii) Prefect; and

- (iii) Three to five students of the Hall of Residence.
- (b) The Local Committee shall be appointed by the Warden and its term of office shall be one year.
- (c) One or more Prefects may be appointed by the Warden who shall assign him/her such duties as he may deem proper for the smooth functioning of the Hall of Residence.
- (d) The Prefect shall hold office for one year and shall be entitled to free accommodation in the Hall of Residence during the period of office.

ELIGIBILITY AND PROCEDURE

Admissions to Halls of Residence

- a. All students registered for full-time Programmes of study, and who are not employed anywhere, are eligible to apply for accommodation in the Halls of Residence of the University and will be given first preference.
 - i. As soon as a student ceases to satisfy any one of the conditions in (a) above, he will become ineligible for accommodation in the Hall of Residence.
 - ii. Students desirous of residing in University hall may apply in the prescribed form after admission to the Course in the Department.
 - iii. The Heads of Departments may forward all applications of selected candidates for admission to their respective departments to the Dean, Student's Welfare. The applications shall be scrutinised by the Central Committee which will allot a room in the Hall of Residence to each applicant.
 - iv. Students joining the University for the first time and those from distant places will be given preference for accommodation in the Hall of Residence.
 - v. The accommodation will be allotted for one academic year at a time. Every student shall submit a fresh application for admission to Hall of Residence in every subsequent year of study. The applications should reach the Warden of the Hall of Residence concerned at least 15 days before the commencement of the academic session each year. Re-admission will be permitted only after the resident is admitted to a Programme of study and after furnishing proof of having paid all Hall/tuition dues.

- b. Research personnel on projects sponsored by organisations like ICCSR, CSIR, UGC, ICAR. ICSSR in the University on a salary not exceeding the amount of UGC, ICAR and other recognized funding agencies will be accommodated in a Hall of Residence during the tenure of the project subject to availability.

Appointment, Powers and Functions of Wardens

Wardens of Halls of Residence shall be appointed by the Vice-Chancellor for a period of two years and they shall be eligible for reappointment.

1. The Wardens of the Halls of Residence shall perform such duties as are assigned to them by the Vice - Chancellor from time to time and they shall function in consultation with the Chief Warden.
2. Subject to the guidelines of the Central Committee the Warden shall allot rooms to the students and maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.
3. In addition to the specific duties assigned by the Vice -Chancellor the Wardens shall perform the following duties:
 - (i) Welfare of and discipline amongst the residents in the Halls of Residence and to maintain daily record of the resident students such as students present each day, students absent from the Halls of Residence together with reasons for absence.
 - (ii) Oversee health, hygiene and general life of the students in the Halls of Residence and to ensure that the students observe the Regulations and discipline in accordance with the Rules framed thereof.
 - (iii) Report to the Chief Warden all cases of misbehavior, indiscipline and illness of students residing in his Hall of Residence.
 - (iv) Safe custody and maintenance of such properties of the concerned Hall of Residence as are entrusted for their repairs within the funds allotted and norms laid down by the University authorities for the same.
4. The Warden shall have the right to inspect rooms.
5. The Wardens shall have administrative control over the staff assigned to the Hall of Residence.

2: 1(92)

6. The Warden be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.
7. The Warden shall be responsible for the proper up keep and maintenance of such properties of the concerned Hall of Residence, as are under his/her charge.
8. The Warden shall allot and supervise Rooms and Guest Rooms.
9. The Warden shall check the Resident Student's Register and the Guest Room Register.
10. The Warden shall take disciplinary action against a resident student for keeping any unauthorized guest.
11. The Warden shall order double-locking of rooms of resident students and their re-opening, when required.
12. The Warden shall take action for the eviction of resident students in consultation with the Chief Warden.
13. The Warden shall periodically verify the furniture and fittings of the rooms with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
14. In case of misuse / damage of the property in the Hall of Residence by the students, the Warden shall impose necessary fines including withholding of the hostel deposit amount.

Unfurnished residential accommodation will be provided to a Warden on rent-free basis for the period of the Wardenship,

He / she shall be entitled to such allowance/special pay as the Executive Council may determine from time to time.

On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation. The Warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted - special permission by the Vice-Chancellor on the recommendation of the Chief Warden concerned for retaining the room.

Miscellaneous

- 6.1. All students of the University, residing on campus, shall be under the disciplinary control of the Vice - Chancellor, and of the authorities of the University.
- 6.2. The conditions of admission, accommodation and the organisation of mess in the Hall of Residence maintained by Warden shall be in accordance with the Rules which may be framed in this regard by the University.
- 6.3. The prior approval of the Chief Warden shall be necessary for a Warden to go on leave.

When a Warden is on leave his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

MODEL ORDINANCE 25

**EMPLOYEES AND STUDENTS'
GRIEVANCES REDRESSAL COMMITTEE**
(Section 28(n) of the Act)

There shall be constituted a Mechanism for the redressal of the grievances of Employees and Students of the University.

Unless otherwise mentioned:

Student means all students who are registered for a Programme of study in any School / Centre / Department / College or Campus maintained by the University.

Employee means any person appointed by the University and includes teachers and other staff of the University.

The Grievances Committee shall observe the following general principles:

1. The Campus Community should be made fully aware of the grievance redressal Mechanism;
2. Every grievance from the student / staff should be registered and acknowledged;
3. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
4. As a matter of general rule no grievances should be pending beyond the limit of three months;
5. The officer nominated by the Vice-Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and
6. He / she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Vice-Chancellor for a decision.

I. STUDENTS GRIEVANCE REDRESSAL COMMITTEE

Chairman – The Pro Vice-Chancellor or such other person to be nominated by the Vice-Chancellor.

Members:

3 Representatives of Students' Council.

3 Nominees of the Vice-Chancellor.

Dean of Students' welfare, Member-Secretary.

Dean of the School concerned (special invitee)

POWERS AND FUNCTIONS

- (i) to entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities - Academic Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

II. TEACHERS' GRIEVANCES COMMITTEE

There shall be constituted a Committee by the Executive Council consisting of the following:

Vice-Chancellor or his / her representative Chairman
 Five representatives from the teachers community representing gender, minority, SC, ST, OBC
 Vice-Chancellor's nominee shall be the Secretary to the Committee.

POWERS AND FUNCTIONS

- (I) to entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group;
- (II) to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and
- (III) to recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

III. NON-TEACHING STAFF GRIEVANCES COMMITTEE

The Chairman - to be nominated by the Vice-Chancellor.

Five representatives from the non-teaching community representing gender, minority, SC, ST, OBC

The Registrar or his nominee shall be the Member- Secretary of the Committee.

POWERS AND FUNCTIONS

- (i) to accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

MODEL ORDINANCE 26**RULES FOR MEDICAL REIMBURSEMENT
(Act Section 6(xxiii), 28(o); Statute 12(xx))**

The employees of the University will be governed by the Authorised Medical Attendance Rules applicable to the Central Government Employees residing in areas not covered under CGHS scheme.

NOTE:

Employees mean regular / retired employees (both teaching and non teaching) of the University appointed by the Executive Council against a clear vacancy, including employees on deputation.

DEFERRED

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MODEL ORDINANCE 27**POWERS AND FUNCTIONS OF
HEADS OF DEPARTMENTS OF STUDIES**
(Section 28 (o))

The Head of the Department shall:

- (1) Be the Academic Head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies;
- (2) Maintain discipline in the Classroom and Laboratories through teachers of the Department;
- (3) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- (4) Be responsible for the coordination and supervision of teaching and research in the Department;
- (5) Recommend leave application of the members of the teaching and non-teaching staff of the Department to the Dean of the School concerned according to the Rules framed for the purpose;
- (6) Be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library;
- (7) Operate the Budget of the Department; and
- (8) Shall be responsible for observance of the provisions of the Act / Statutes / Ordinances and Regulations relating to the Department; and
- (9) Perform such other academic duties as may be assigned to him/her by the Academic Council, the Executive Council or the Vice-Chancellor.

2: 1(98)

MODEL ORDINANCE 28

POWERS AND FUNCTIONS
OF THE DEANS OF SCHOOLS

(Statute 5 (3) of the Act)

1. The Dean of the School shall:
- (a) Co- ordinate and generally supervise the teaching and research works in the School through the Heads of the Departments;
 - (b) Maintain discipline in the classrooms through the Heads of the Departments;
 - (c) Keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials or seminars when these are prescribed;
 - (d) Arrange for the examinations of the University in respect of the students of the School in accordance with such directions as may be given by the Academic Council;
 - (e) Shall be responsible for observance of the provisions of the Act / Statutes / Ordinances and Regulations relating to the Departments and the School;
 - (f) Convene and preside over the meetings of the School Board and keep the minutes of the meetings of the Board; and
 - (f) Per form such other academic duties as may be assigned to him/her by the Academic Council, the Executive Council or the Vice-Chancellor.

MODEL ORDINANCE 29

SCHOOL BOARD
(Statute 15(3) of the Act)

The School Board shall consist of :

- (i) Dean of the School;
- (ii) All Professors in the School;
- (iii) Heads of the Departments assigned to the School who are not Professors
- (iv) One Associate Professor and one Assistant Professor from each Department in the School by rotation on the basis of seniority;
- (v) One representative each of the Boards of other Schools which have inter-disciplinary work with the School, to be nominated by the Vice - Chancellor on the recommendations of the School Board concerned;
- (vi) Not more than two teachers from Colleges, maintained and affiliated, (wherever applicable) nominated by the Vice - Chancellor on the recommendations of the Board of Studies; and
- (vii) Not more than five persons, not in the service of the University or of the College, maintained or affiliated (wherever applicable), nominated by the Academic Council for their special knowledge and expertise in the subject concerned.

Provided that not more than one person per subject shall be nominated.

Provided further that ordinarily at least one person shall be from the State where the University is located.

Terms of Office

The term of Office of members, other than that of the Dean and Professors shall be three years.

Chairman

The Dean of the School shall be the Chairperson of the Board and shall convene and preside over the meetings of the Board.

Powers and Functions

The powers and functions of the Board shall be as follows:

2: 1(100)

- (a) To prescribe the qualifications for and procedures for admission of candidates to the various study Programmes in the Departments in the School;
- (b) To co-ordinate the teaching, evaluation and research work in the Departments in the School;
- (c) To approve subjects for research for various Degrees.
- (d) To constitute Committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any Department in the School and to supervise the work of such Committees;
- (e) To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments or Committees mentioned in Clause(d) above,
- (f) To consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;
- (g) To formulate arrangements for the School to participate in the work of the different Centres of Studies in the University;
- (h) To promote and review research within the School and to submit reports on research to the Academic Council;
- (i) To frame general Rules for continuous internal evaluation and end-semester examinations;
- (j) To recommend to the Academic Council, the panel of examiners for the evaluation of thesis after considering proposals received in this regard from BoS;
- (k) To recommend to the Academic Council, the award of research Degrees to candidates who have been found qualified and fit to receive such Degrees;
- (l) To consider and act on any proposal regarding the welfare of the students of the Schools;
- (m) To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor; and
- (n) To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time.

2: 1(10 1)**Meetings**

- (a) The Board shall hold at least two ordinary meetings in an Academic year, one in each semester;
- (b) The Dean may convene special meetings of the Board at his own initiative or at the suggestion of the Vice - Chancellor or on a written request from at least one-fifth of the members of the Board.

Quorum

The quorum for the meeting of the Board shall be one-third of its total members.

Notice

Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meetings.

The Dean may convene emergency meeting of the Board at short notice.

Rules of Business

Rules of conduct of the meetings shall be as prescribed by the Regulations in this regard.

2: 1(102)

MODEL ORDINANCE 30**CONVOCATION***(Section 28(0) and Statute 29 of the Act)***Convocation**

Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Chancellor.

Special Convocation

A special Convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council.

The Convocation shall consist of the body corporate of the University.

The Chancellor shall preside over at the Convocations of the University held for conferring Degrees.

Notice

Not less than four weeks' notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.

The Officer concerned shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.

The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

Provided that in case the Convocation is not held in a particular year, the Vice - Chancellor shall be competent to authorise admission of successful candidates in the year to their respective Degrees in absentia and issue the degrees on payment of prescribed fee.

Application

A candidate for the Degree must submit to the Officer concerned his/ her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.

Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Chancellor and their Degrees shall be given by the Controller of Examinations on application and payment of the prescribed fee.

2: 1(103)**Fees**

The fee for admission to the Degree at the Convocation in person and in absentia shall be fixed by the University.

Honorary Degree

Honorary Degree shall be conferred at Convocation / Special Convocation and may be taken in person or in absentia.

The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice -Chancellor or by a person nominated by him.

Candidates at the Convocation shall wear Academic Dress (gowns) appropriate to their respective Degree as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.

Academic Dress

The Academic Dress of the University for the Convocation shall be as prescribed by the University.

Convocation Procedure

The Convocation Procedure shall be as laid down in the Regulations.

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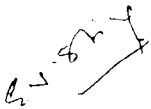
MODEL ORDINANCE 31

**AWARD OF FELLOWSHIP, SCHOLARSHIPS, STUDENTSHIPS,
MEDALS AND PRIZES**

(Section 6 (1) (xii) and Section 28 (1) (f) of the Act)

1. In order to encourage meritorious and deserving students to pursue Courses of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Free-ships, for financial help, and also provide for award of Medals and Prizes.
2. There shall be instituted Scholarships in every subject to be awarded to the students of the University/Affiliated Colleges (wherever applicable) subject to availability of funds. Rules for award of the same will be laid down in the Regulations.
3. There shall be fee concession in the form of half and full Free-ships of tuition fee in each School and teaching Departments as per norms of the UGC.
4. There shall also be a scheme of merit Scholarship, subject to availability of funds, where the first and second rank holders in every subject will be awarded Scholarship the quantum of which shall be decided by the University from time to time.
5. All types of Scholarships and Freeships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor.
6. There shall be Fellowships instituted in the University, subject to availability of funds, for studies or research as approved under the norms of UGC or other funding Agencies from time to time.
7. There shall be a scheme to award medals/ prizes to the meritorious students of the University and Affiliated Colleges / Institutions (wherever applicable) for their best performance in various University Examinations.
8. The University shall have power to institute endowments from time to time in accordance with the Central Universities Act 2009.
9. There shall also be a Committee constituted by the Vice-Chancellor for administration of each endowment and to implement the objects of the endowment.

10. Detailed guidelines shall be framed from time to time by the Executive Council governing the administration of Scholarships, Free-ships, Fellowships, Medals and other such endowments created in the University.



MODEL ORDINANCE 32

BOARD OF RESEARCH STUDIES

(Section 28 (1) (l) and (o) of the Act)

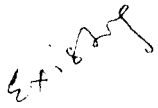
1. There shall be constituted a Board of Research Studies comprising of the following:
 - (i) Vice-Chancellor / PVC – Chairperson - Ex-officio
 - (ii) Deans of Schools of Studies - Members - Ex-officio
 - (iii) Heads of Departments - Members - Ex-officio
(not exceeding 5 by rotation)
 - (iv) Professors other than Deans of Schools and Heads of Departments - Members - Ex-officio
(not exceeding 5 by rotation)
 - (v) Four Associate Professors to be nominated by the Vice-Chancellor representing different disciplines in the University - Members
 - (vi) Four external experts to be nominated by the Vice-Chancellor representing different disciplines in the University - Members
 - (vii) Registrar - Secretary - Ex-officio

2. Subject to the overall guidance of the Academic Council, the Board of Research Studies shall perform, interalia, the following functions:
 - (i) To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
 - (ii) To evaluate institutional research projects for funding by national / international agencies;
 - (iii) To review the current status of research in each department and critically examine the progress thereof from time to time;
 - (iv) To indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the University under Section 6 (1) (i) and (xi) of University Act taking into account the facilities available in the University and also create

facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty;

- (v) To evolve norms for consultancy and sharing of revenue between the Principal Investigator and the University for approval of the Executive Council; and
- (vi) To perform such other functions as may be assigned to it by the Academic Council.

3. The Board of Research Studies shall meet regularly at least twice a year.
4. The Board of Research Studies may determine its own procedures for working.
5. The quorum of the Board shall be one-third of the total members;
6. The term of Office of the members other than ex-officio members shall be for a period of three years.

**MODEL ORDINANCE 33****FUNCTIONS AND DUTIES
OF THE DEPARTMENTS IN THE SCHOOL**
*(Statute 15(5) (b) of the Act)***Constitution of the Department**

Each Department in a School shall consist of the members as given in the Statutes 15(5) (b) and also such other persons as are designated members of the Department by the School Board concerned on the recommendations of the Department concerned.

Duties of the Department

Duties of the Department shall be:

- (a) To admit students to the various Courses offered and to suggest the procedure for such admissions;
- (b) To suggest the pattern and the schedule of sessional evaluation for each Course offered by the Department;
- (c) To make proposal to the Academic Council, through the School Board, regarding the creation and abolition of teaching posts;
- (d) To propose research projects to be taken up by the members of the Department individually and in groups;
- (e) To propose and suggest the curriculum and reference and other reading materials for the programmes of study to the BoS.
- (f) To constitute Committees from its members and to assign to these Committees specific functions falling within its competence;
- (g) To appoint from amongst its teachers advisers to students;
- (h) To propose schemes for and help in the maintenance and improvement of the standards of various Programmes of study and research of the subject in the department; and
- (i) To perform such other functions as may be assigned to it by the concerned School or the Vice-Chancellor.

MODEL ORDINANCE 34

APPOINTMENT OF EXAMINERS

[Act Section 28(1)(g), Statute 12(2)(xiv)] of the Act)

I. FOR UNIVERSITY CONTINUOUS AND END SEMESTER EXAMINATIONS

The University continuous and end semester examinations shall be conducted by the faculty member concerned who will also decide the format of the examination after consultation and approval of the Head of the Department / Dean of School concerned.

II. FOR AWARD OF M.Phil. and Ph.D. DEGREE

Examiners for M.Phil. and Ph.D. shall be appointed by the Vice-Chancellor from amongst a panel of names recommended by the School Board and considered and approved by the Academic and Executive Councils.

FOR UNIVERSITY ENTRANCE EXAMINATIONS

The examiners for entrance examinations (if conducted) for admission to various Programmes of the University shall be appointed by the Vice-Chancellor on the basis of the recommendations of the Deans of the Schools concerned who will also recommend the syllabus and format for the same.

However, wherever common entrance exam is conducted, the participating Universities will decide the norm of evaluation.

2: 1(110)
below

MODEL ORDINANCE 35

APPOINTMENT OF ADJUNCT FACULTY MEMBERS & SCHOLARS IN RESIDENCE

(Section 6(1) (viii) and (xvi) and Section 28(1)(0) of the Act)

1. To encourage interdisciplinary collaboration in research and teaching, the Executive Council shall appoint adjunct faculty members, who preferably are relatively younger and mid-career professionals and specialists, from other Universities / reputed research institutions / organisations (AEC, ICSSR, CSIR, ICAR, etc).
2. Such faculty should possess postgraduate or doctoral qualifications and have academic and research credentials; will be eligible for appointment as Adjunct Faculty in a University Department and may also include professionals and specialists from PSUs and business corporations,
3. The adjunct faculty member will be appointed on a tenure appointment for one academic year, or for two semesters.
4. They will be offered a token honorarium of up to Rs.1500/- per teaching hour/session, subject to a maximum of Rs.30, 000/- per month.
5. The host University will provide them suitable office-space to facilitate their working and interaction with students and peers.
6. There will not be more than 5 such members at any given time in the University.

SCHOLARS-IN-RESIDENCE

1. Senior professionals and specialists from research and professional organizations (for example AEC, ICSSR, CSIR, ICAR, etc.) and those with PSUs and business corporations, with postgraduate or doctoral qualifications and with academic and research credentials will be eligible for appointment as Scholar-in-Residence in a University Department.
2. NRI and PIO professionals and specialists, working in overseas organizations, will also be eligible for these positions. Similarly, these positions will be open to those overseas (non-Indian) professionals and specialists who have been dealing with India issues in their work.

2: 1(111)

3. The Scholar-in-residence will be appointed on a tenure appointment ranging between six and twenty-four months and will be offered a consolidated remuneration of up to Rs.80,000/- a month, and a contingency grant of Rs.1,00,000/- per annum.
4. Besides, the host University will provide them suitable office-space and residential accommodation.
7. There will not be more than 2 such members at any given time in the University.
8. The Vice-Chancellor after consulting the person concerned and the Heads of two concerned Department/Centre/Institute shall make his recommendation to the Executive Council for appointment as an adjunct faculty member / scholar in residence.

2:1(112)

MODEL ORDINANCE 36

**EQUIVALENCE COMMITTEE FOR
RECOGNITION OF EXAMINATIONS/DEGREES**

(Section 28 1 (0) of the Act)

Composition

There shall be an Equivalence Committee consisting of the following members:

- (1) Pro-Vice-Chancellor
or nominee of Vice-Chancellor Chairman
- (2) Deans of the Schools Members
- (3) One person nominated by the
Academic Council from amongst its
members for a period of three years Member
- (4) Controller of Examinations Member
- (5) Registrar Secretary

Functions

The functions of this Committee shall be:

1. To examine and recommend to the Academic Council equivalence of such examinations/degrees as may be referred to it from time to time including those of foreign Universities.
2. To examine and recommend to the Academic Council the withholding, suspension or cancellation/ recognition to any examination/degree for such reasons and such time as it may deem fit.
3. The Committee may invite a domain expert, wherever necessary, to assist it in its functioning.

Rules of Business

The Committee shall frame the Rules of business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee.

MODEL ORDINANCE 37**POWERS AND FUNCTIONS OF
THE DEAN, STUDENTS' WELFARE**

(Section 28 (1) (l) and (o) of the Act)

1. The Dean of Students' Welfare (DSW) shall look after the general welfare of the students outside the classroom which contribute to the growth and development of their personality. The DSW shall endeavor to promote understanding among the students of fuller realisation of their objects through fruitful intellectual, social, cultural and corporate life in the University.
2. The DSW shall assist the Vice-Chancellor in all matters affecting, students generally and shall exercise such powers and perform such other duties as assigned to the DSW by the Vice-Chancellor.
3. In addition to all other duties, the DSW shall perform duties and functions in respect of the following matters in consultation and coordination with other relevant Officers and units of the University:
 - a. arrangement of facilities for educational tours and excursions and participation in sports activities outside the University;
 - b. organisation of social and cultural activities with student participation;
 - c. organisation of student bodies in the University and their functioning;
 - d. student-teacher relationship;
 - e. financial aid to needy students;
 - f. securing fellowships or scholarships for further studies in the country or abroad;
 - g. health and medical services;
 - h. student counseling;
 - i. special arrangement to be provided, if any, to women students, and differently abled students;
 - j. liaison between University administration and students;
 - k. student-information services;
 - l. alumni association; and
 - m. Issue of certificates as authorized and delegated by the Vice-Chancellor
4. The DSW shall maintain essential particulars of each student from the date of his enrollment in the University.
5. The DSW may communicate with the parents/ guardians of the students in respect of any matter requiring assistance and cooperation of the parents/guardians.

6.The DSW will function under the control of the Vice-Chancellor and will be a member of Discipline Committee and other Committees involving students and student's matters.

7.The DSW shall report to the Vice-Chancellor cases of students who require special attention or whose conduct and activities are not in the best interests of the University or who are not likely to profit by their continuance in the University.

MODEL ORDINANCE 38**FLOATING POSTS**
(Section 28(0) of the Act)

1. There shall be a few floating posts of Professors, the number of which shall depend on the posts sanctioned by the University Grants Commission from time to time and as approved by the Executive Council of the University.
2. These posts shall not be assigned to any particular Department but shall be made available to certain Departments which may be finding it difficult to fill up certain vacancies by the normal procedure.
3. Persons appointed against these posts will be eminent scholars including those who may have retired as Professors from this University or any other University or similar institutions of higher learning in India or abroad.
4. All appointments under floating posts will initially be made ordinarily for one year and efforts continued for filling these posts in the normal course.

Provided that no floating appointment shall be renewed at the end of the year if the vacant post in the Department is filled up.

5. No appointment letters to persons appointed under the floating posts shall be issued unless the appointee enters into a contract with the University as per Proforma Prescribed for 'Contract Appointment'.
6. Persons appointed under these posts shall be eligible to draw the pay last drawn or as fixed by the Executive Council in accordance with the U.G.C. guidelines in this regard.

Amended

MODEL ORDINANCE 39**ADMISSION, ENROLMENT, MIGRATION AND
TRANSFER OF STUDENTS***(Section 28(0) of the Act)*

1. No student shall be eligible for admission to any Under-Graduate or Post-Graduate Course of study under this University on migration from any other University or Board unless he has passed the equivalent examination or examinations of the University or Board as prescribed by the Ordinances for admission to the concerned Course or Courses by this University.

Provided that the application for admission must be supported by:

- (a) A migration/no objection certificate from the concerned University/ Board; and
- (b) A certificate from the Principal of the College in which last studied testifying the record of attendance and conduct of the student.

Provided that the application of a student who has not completed his Course of study and has not appeared at the examination for which he was reading in any other University or Board in India shall be considered for admission in a Course of this University whose pattern and syllabi are similar to that Course studied by him in the former University/Board.

Transfer of a student from one affiliated College to another (wherever applicable) during a particular Course of study shall be permitted only on the production of:

- (i) A transfer/no objection certificate issued by the Principal of the College from which the migration is sought;
- (ii) Certified copies of the report of attendance against his name in the register of students of the College concerned; and
- (iii) A certificate from the University / College testifying to the conduct of the student.

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MODEL ORDINANCE 40**DEANS' COMMITTEE***(Section 28 (1) (l) and (o) of the Act)*

1. The University shall constitute a Committee of Deans of the University to be known as the Deans' Committee.
2. The Deans' Committee shall comprise the following:
 - (i) The Vice-Chancellor - Chairperson (Ex-Officio)
 - (ii) All Deans of Schools - Members (Ex-Officio)
 - (iii) Registrar - Secretary
3. The functions of this Committee will be as follows :
 - a. To recommend deputation of teachers for International Conferences;
 - b. To consider such matters as may be necessary arising from the conduct of examinations, standard of results, etc;
 - c. To consider general administrative matters relating to functioning of Schools and Departments; and
 - d. To consider such other matters as may be assigned to it by the Executive Council or may be referred to by the Vice-Chancellor.
4. The meetings of the Deans' Committee shall be convened by the Chairperson.
5. The quorum of the Committee shall be 1/3rd of the total number.
6. The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.

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MODEL ORDINANCE 41
CODE OF CONDUCT OF
THE EMPLOYEES OF THE UNIVERSITY
(Under Section 6 (1) (xxi) of the Act)

PART-I

1. These Rules may be called the "Central University of (Conduct) Rules".
2. Unless the context otherwise requires:
 - a. "Employee" means teaching and non-teaching employees of the University.
 - b. "Members of family" in relation to an employee includes:
 - (i) The wife or husband, as the case may be, of the employee whether residing with the employee or not, but does not include a wife or husband, as the case may be, separated from the employee by a decree or orders of a competent court.
 - (ii) Son or daughter or step son or step-daughter of the employee wholly dependent on him but does not include a child or step child who is no longer in any way dependent on the employee, or of whose custody the employee has been deprived by or under any law:
 - (iii) Any other person related whether by blood or marriage to the employee or to the employee's wife or husband, and wholly dependent on the employee.
 - c. "Prescribed Authority" means the Vice-Chancellor or the authority prescribed by the Executive Council for the purpose of these rules as a whole or for any particular rule.

PART-II

3. (1) Every employee shall at all times:
 - (i) Maintain absolute integrity:
 - (ii) Show devotion to duty and
 - (iii) Do nothing which is unbecoming of an employee of the University.

(2) (i) Every employee, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority:

(ii) (a) No employee shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior.

(b) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.

(c) An employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

(iii) Unless otherwise stated specifically in the terms of appointment and the contract, every whole time employee may be called upon to perform such duties as may be assigned to him by the competent authority beyond scheduled working hours and on closed holidays and Sundays.

(iv) An employee shall observe the scheduled hours of working during which he must be present at the place of this duty.

(v) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. If an employee is absent from duty without permission for a continuous period of 90 days, he shall be treated as absconding from duty and his service shall be deemed as terminated.

Explanation: Nothing contained in clause (ii) of sub-rule 3.2 shall be construed as empowering an employee to evade his responsibilities, by seeking instructions form or approval of a superior officer or authority when such instructions are not necessary under the scheme of distributions of powers and responsibilities.

4. (i) No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm having official dealings with the University.

(ii) No employee shall, in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or nay other person if any member of his family is employed in that company or firm or

under that person or if he or any other member of his family is interested in such matter or contract in any other manner.

5. (1) No employee shall be a member of, or be otherwise associated with any political party or any organisation which takes part in politics not shall he take part in subscribed in aid of, or assist in any other manner, any political movement or activity.
- (2) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be subversive of the Government or the University as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the University.
- (3) If any question arises whether a party is political party or whether any organisation takes part in or whether any movement or activity falls within the scope of sub-rule 5.2. the decision of the University thereon shall be final.
- (4) No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in, an election to any legislature or local authority:

Provided that:

- (i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted:
- (ii) An employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation: The display of an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

6. No employee shall join or continue to be a member of an association, the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India, public order, decency or morality.
7. No employee shall-
 - (i) engage himself or participate in any demonstration or strike which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order,

- decency or morality, or which involves contempt of court, defamation or incitement to an offence; or
- (ii) resort to or in any way abet in any form of strike or coercion or physical duress in connection with any matter pertaining to his services or the service of any other employee.
8. (i) No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of any newspaper or other periodical publication.
- (ii) No employee shall, except with the previous sanction of the University, or of the prescribed authority or except the bona fide discharge of his duties-
- (a) publish a book himself or through a publisher, or contribute an article to a book or a compilation or articles.
- (b) Participate in a radio broadcast or contribute any article or write a letter to any newspaper or periodical either in his own name or anonymously or in the name of any other person:

Provided that no such sanction shall be required-

- (i) If such publication is through a publisher and is of a purely literary, artistic or scientific character, or
- (ii) Such broadcast or such contribution or writing is of a purely literary artistic or scientific character.
8. A. (i) Whenever an employee wishes to put forth any claim or to seek redress of any grievance or any wrong done to him, he must forward his case through proper channel and shall not forward any advance copies of his application to any higher authority. Unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.
- (ii) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.
9. No employee shall, in any radio broadcast or in any document published in his own name or in anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact opinion—
- (i) Which has the effect of an adverse criticism of any current or recent policy or action of the University or the University Grants Commission or the Government; or
- (ii) Which is capable of embarrassing the relations between the University and the Commission or the Government:

2: 1(122)

Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

10. (1) Save as provided in sub-rule 10.3 below no employee shall except with the previous sanction of the University give evidence in connection with any enquiry conducted by any person, committee or authority.

(2) Where any sanction has been accorded under sub-rule 10.1 no such employee giving such evidence shall criticise the policy or any action of the University or Commission or the Government.

(3) Nothing in this rule shall apply to-

- (a) The evidence given at an enquiry before an authority appointed by the University, Commission, Government, Parliament or any State Legislature; or
- (b) The evidence given in any judicial enquiry; or
- (c) The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice Chancellor.

11. No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any official document, or any part thereof or information to any other employee or nay other person to whom he is not authorised to communicate such document or information.

12. No employee shall, except with the previous sanction of the University or of the prescribed authority, ask for or accept contribution to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

13. (1) Save as otherwise provided in these rules. no employee shall accept, or permit any member of his family or any other person acting on his behalf to accept any gift.

Explanation: the expression "gift" shall include fee transport, boarding, lodging or other services or any other pecuniary advantage when provide by any person other than a near relative or personal friend having no official dealings with employee.

Note. 1. A casual meal. Lift or other special hospitality shall be deemed to be gift.

Note. 2. An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firm.

(2) On occasions, such as wedding, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the University if the value of any such gift exceeds—

- (i) Rs. 500 in the case of an employee holding any Class I (Group A) or Class II (Group B) post;
- (ii) Rs. 250, in the case of an employee holding any class III (Group C) post: and
- (iii) Rs. 100, in the case of an employee holding Class IV (Group C) post.

(3) On such occasions as are specified in sub-rule 13.2 an employee may accept gifts from his personal friends having no official dealing with him, but he shall make a report to the University if the value of any such gift exceeds—

- (i) Rs. 200, in the case of an employee holding any Class I (Group A) or Class II (Group B) post;
- (ii) Rs. 100, in the case of an employee holding any class III (Group C) post: and
- (iii) Rs. 50, in the case of an employee holding Class IV (Group C) post.

(4) In any other case, an employee shall not accept, or permit any member of his family or any other person acting on his behalf to accept, any gift without the sanction of the University, if the value thereof exceeds—

- (i) Rs. 75, in the case of an employee holding any Class I (Group A) or Class II (Group B) post; and
- (ii) Rs. 25, in the case of an employee holding any class III (Group C) or Class IV (Group C) post.

(5) Notwithstanding anything contained in sub-rules 13.2, 13.3 and 13.4 an employee may receive gifts of symbolic nature from foreign dignitaries and retain such gifts.

2: 1(124)

- (6) Gifts from foreign dignitaries which are not of symbolic nature may be retained by an employee if the market value of the gift in the country of origin does not exceed Rs.3,000.
- (7) Where there is doubt whether gift received from a foreign dignitary is of symbolic nature or not, or where the market value of the gifts in the country of origin apparently exceeds Rs. 3,000 or where there is any doubt about the actual market value of the gifts, the acceptance of such gifts and retention thereof by the employee shall be regulated by the instructions issued by the government/ University in this regard from time to time.
- (8) An employee shall not accept any gift from any foreign firm which is either contracting with the University or is one with which the employee had/has or is likely to have official dealings. Acceptance of gifts by an employee from any foreign firm shall be subject to the provisions of sub-rule 13.4

13. A. No. employee shall-

- I. Give or take or abet the giving or taking of dowry; or
- II. Demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

14. No employee shall except with the previous sanction of the Vice-Chancellor, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other employee

Provided that nothing in this rule shall apply to –

- I. A farewell entertainment of a substantially private and informal character held in honour of an employee on the occasion of his retirement or transfer or any person who has recently the service of the University; or
- II. The acceptance of simple and inexpensive entertainment arranged by public bodies or institutions

Note : Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character and the collection of subscriptions fro Group 'C' employees under any circumstances for the entertainment of any employee not belonging to Group "C" is forbidden.

15. (1) No employee shall except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment:

Provided that an employee may, without such sanction-

- I. Undertake honorary work of a social or charitable nature; or
- II. Undertake occasional work of a literary, artistic or scientific character; or
- III. Participate in sports activities as amateur subject to the condition that in all the cases his official duties do not thereby suffer. He shall not undertake or shall discontinue such work or activity, if so directed by the University.

Explanation: Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be breach of this sub-rule.

(2) Every employee shall report to the University if any member, of his family is engaged in a trade or business or own or manages an insurance agency of commission agency.

(3) No employee shall, without the previous sanction of the University except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purpose:

Provided that an employee may take part in the registration, promotion or management of :

- (i) A co-operative society substantially for the benefit of the employees registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force; or
- (ii) A literary, scientific or charitable society registered under the Societies Registration Act, 1960 (2 of 1960) or any other law for the time being in force.

(4) No employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the competent authority of the University,

16. (1) No employee shall speculate in any stock, share, or other investment.

Explanation: Frequent purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

(2) No employee shall make or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties.

(3) If any question arises whether any transaction is of the nature referred to in sub-rule 16.2 the decision of the University thereon shall be final.

(4) (i) No employee shall, save in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf:

(a) Lend or borrow or deposit money, as a principal or an agent, to, or from, or with any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or

(b) Lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that an employee may give to or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee:

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by an employee with the previous sanction of the University.

(ii) When an employee is appointed or transferred to a post of such nature as would involve him in the breach of any or the provisions of sub-rule 16.2 or sub-rule 16.4, he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

17. An employee shall so manage his private affairs so as to avoid habitual indebtedness or insolvency. An employee against whom any legal

proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forth with report the full facts of the legal proceedings to the University.

Note: The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the employee could not have foreseen or over which he had no control, and had not proceeded from extravagant or dissipated habits shall be upon the employee.

18. (1) Every employee shall on his first appointment to any University service or post submit a return of his assets and liabilities, in such form as may be prescribed by the University, giving the full particulars regarding-

(a) The immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in the name of any member of his family or in the name of any other person.

(b) Shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him.

(c) Other movable property inherited by him or similarly owned, acquired or held by him; and

(d) Debts and other liabilities incurred by him directly or indirectly.

Note 1: Sub-rule 18.1. shall not ordinarily apply to class IV (Group C) servants but the University may direct that it shall apply to any such employee or class (Group) of such employees.

Note 2: In all returns, the values of items of movable property worth less than Rs. 2,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, etc. need not be included in such return.

Note 3: (i) Where an employee already belonging to a service, or holding a post is appointed to any other civil service or post he shall not be required to submit a fresh return under this clause.

(ii) Every employee belonging to any service or holding any post included in Group A or Group B shall submit an annual return in such form as may be prescribed by the University in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family, or in the name of any other person.

(2) No employee shall, except with the previous knowledge of the University, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift of otherwise either in his own name or in the name of any member of his family:

Provided that the previous sanction of the University shall be obtained by the employee if any such transaction is :-

(1) With a person having official dealings with the employee.

(3) Where an employee enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall, within one month from the date of such transaction, report the same to the University, if the value of such property exceeds Rs.10,000/- in the case of an employee holding any Class I (Group A) or Class II (Group B) post or Rs.5,000/- in the case of an employee holding any Class III (Group C) or Class IV (Group D) post:

Provided that the previous sanction of the University shall be obtained if any such transaction :-

(i) With a person having official dealings with the employee.

(4) The University may, at any time by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall if so required by the University, include the details of the means by which, or the source from which, such property was acquired.

(5) The University may exempt any category of employee belonging to Class III (Group C) or Class IV (Group D) from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the Executive Council.

Explanation 1: For the purpose of sub-rule (1) the expression movable property includes :

- (a) Jewellery, insurance policies the annual premia of which exceeds Rs.2,000/- or one sixth of the total annual emoluments received from the University, whichever is less, shares, securities and debentures;
- (b) Loans advanced by such employees whether secured or not;
- (c) Motor cars, motor cycles, horses, or any other means of conveyance; and

(d) Refrigerators, radios, radiograms and television sets.

Explanation 2: For the purpose of this rule, "lease" means, except where it is obtained from or granted to a person having official dealings with the employee, a lease of immovable property from year to year or for any term exceeding one year of receiving a yearly rent.

18-A Restriction in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.

Notwithstanding anything contained in sub-rule 18.2, no employee shall, except with the previous sanction of the prescribed authority:

- (a) Acquire by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;
- (b) Dispose of by sale, mortgage, gift, or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;
- (c) Enter into any transaction with any foreigner, foreign Government, foreign organization or concern :-
 - (i) for the acquisition by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, or any immovable property.
 - (ii) For the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of, any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

19(1) No employee shall, except with the previous sanction of the University, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

(2) Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the University regarding such action.

20. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.

21(1) No employee shall enter into or contract a marriage with a person having a spouse living; and

(2) No employee having a spouse living shall enter into or contract a marriage with any person;

Provided that the University may permit an employee to enter into or contract any such marriage as is referred to in clause 1 or clause 2, if it is satisfied that:

- (a) Such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and
- (b) There are other grounds for so doing.
- (c) An employee who has married or marries a person other than of India Nationality shall forthwith intimate the fact to the University.

22. An employee shall :

- (a) Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- (b) Not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- (c) Refrain from consuming any intoxicating drink or drug in a public place;
- (d) Not appear in a public place in a state of intoxication;
- (e) Not use any intoxicating drink or drug, to excess.

Explanation : For the purpose of this rule, 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.

23. If any question arises relating to the interpretation of these rules, it shall be referred to the Executive Council whose decision thereon shall be final.

24. Unless there is anything repugnant in the Central Universities Act, Statues, Ordinances, any amendments to the Central Civil Services (Conduct) Rules, 1964 shall be deemed to be the amendments of the relevant provision of these rules or any order or administrative instruction already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.

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MODEL ORDINANCE 42

COURSES OF STUDY

(Section 28 (b))

1. There shall be Courses of study in the University for the Degrees, Diplomas and Certificates in various Schools as under:

(NAMES OF COURSES)

2. The Regulations in respect of all the Courses listed above shall be framed by the University.

In addition to the above the Academic Council shall have the power to introduce, modify or discontinue a programme on the recommendations of the concerned School Board.

3. The percentage of marks as given in the minimum eligibility requirements and allotted seats shall be approved by the Academic Council from time to time.
4. The Degrees/Diplomas/Certificates as decided by the University in the minimum eligibility conditions shall be from those Universities/ Institutions/ Boards which have been recognised by the University.

MODEL ORDINANCE 43**ADMISSION COMMITTEE**

(Section 6(xviii))

There shall be Admission Committee for all the Programmes in each School / Department for regulating the admissions to all Courses offered in the University comprising the following:

- | | |
|---|----------|
| (i) The Dean of the School concerned (in case of single discipline Schools) / Head of the Department | Chairman |
| (ii) One faculty member, not below the rank of an Associate Professor to be nominated by the Dean | Member |
| (iii) Three teachers, one each from amongst the Professors, Associate Professors and Assistant Professor by rotation | Members |
| (iv) One person each representing SC / ST / OBC/ women and Minority candidates from the teaching community preferably if not already represented by the above members | Members |

2. The Committee shall

- i. scrutinize the Application Forms for admission of the candidates in accordance with the conditions of admission prescribed by the Academic Council from time to time;
- ii. conduct the Admission Test(s) and/or Interview; or as otherwise provided.
- iii. however in case of Common Entrance test, the performance in such test will form the basis for subsequent admission process.
- iv. after the evaluation of the Admission test(s), a reasonable number of candidates from each category will be called for admission to the course concerned subject to their scoring the minimum cut-off marks in the entrance test for admission to different courses as prescribed by the Academic Council:
- v. prepare the merit list based on the marks obtained by the candidates in the Admission Test and/or Interview;
- vi. prepare a list of the candidates selected for admission to be submitted by the Chairman of the Committee to the Dean of the School concerned;
- vii. Suggest methods to improve reliability and standard of the entrance test(s).

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- 2.1 The members of the Committee other than ex-officio members shall hold office for a term of one academic year.
- 2.2 In case of non-availability of any teacher from any of the aforesaid categories, the Head of the Department may appoint another teacher from the remaining categories of the teachers by rotation.
- 2.3 The Chairman of Admission Committee may co-opt not more than three members of the Department/Centre representing different areas of specialisation under intimation to the Vice-Chancellor.
- 2.4 Not less than 50% of total number of members of the Committee shall form the quorum.

MODEL ORDINANCE 44**RESERVATION OF SEATS AND OTHER SPECIAL
PROVISIONS FOR ADMISSION
(Section 7)****1. Reservation of Seats**

Reservation of seats shall be in accordance with the provisions of the Central Educational Institutions (Reservation in Admission) Act 2006 and Circulars of Government of India issued and amended in this regard from time to time.

1.2 Candidates seeking admission under the reserved categories shall be required to fulfill the prescribed eligibility conditions for admission to the Course.

1.3 The relaxation in the minimum prescribed percentage of marks in the qualifying examination for admission to a Course shall be permissible only in one of the categories.

1.4 If a candidate in the reserved category qualifies for admission in the general category he/she shall be transferred to the general category without prejudice to the number of seats already allocated in that category which will be offered to the next eligible candidate in that category.

1.5 If sufficient number of candidates are not available in OBC category, such vacant seats shall be transferred to the general category.

1.6 The relaxation of marks as given in Para 4.1 (c) and 4.2 (a) below will **not** be applicable to the candidates applying for the admission to Part – time/ Evening Courses in the University.

2. Scheduled Castes and Scheduled Tribes

22.5% of seats in all Courses will be reserved for Scheduled Castes and Scheduled Tribes candidates in the following order:

2.1 15% of seats will be reserved for Scheduled Castes and 7.5% for Scheduled Tribes.

27% of seats will be reserved for OBC.

2.2 The reservation, as mentioned in sub-para (2.1) above, is interchangeable, i.e., if sufficient number of candidates is not available to fill up the seats reserved for Scheduled Tribes, they may be filled up by suitable candidates from Scheduled Castes and vice-versa.

2.3 Candidates belonging to Scheduled Castes and Scheduled Tribes will

be given relaxation to the extent of 5% in the aggregate of marks obtained in the qualifying examination.

2.4 The Application Form of a candidate in this category must be submitted alongwith a Certificate of Verification from one of the following authorities:

- a) District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/City Magistrate (not below the rank of First Class Stipendiary Magistrate /Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.
- b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- c) Revenue Officer not below the rank of Tehsildar.
- d) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
- e) Administrator/Secretary to Administrator/Development Officer (Laccadive and Minicoy Islands).
- f) An Application Form received without certificate is liable to be rejected.

2.5 The vacant seats of SC/ST which could not be filled, due to non-availability of either Scheduled Caste or Scheduled Tribe candidates or both, with the pass marks in the entrance test, if any, may be thrown open to the general category in that year provided this has been notified to the Special Commission for Scheduled Castes/Tribes of University Grants Commission and Ministry of Human Resource Development and concurrence has been obtained.

4. Special provision for Admission

4.1 Outstanding Players

- (b) A specified number of seats in both the under-graduate and post-graduate Courses, may be earmarked by the Academic Council for admission of outstanding players and sports persons, who have represented their Universities/Region/State, provided that they fulfill the minimum eligibility requirements prescribed for seeking admission to various Courses.
- (c) Relaxation to the extent of 5% of marks in the aggregate or in the

subject, as the case may be, will be given to such candidates.

- (d) Such students will be nominated by the Vice-Chancellor over and above the seats allotted to each Course, on the recommendation of the Games and Sports Committee.

4.2 N. C. C. Cadets

- (a) Relaxation to the extent of 5% of marks in the aggregate or in one subject, as the case may be, will be given to NCC Cadets having the following NCC Certificates for admission to all Courses:
 - (i) "A" Certificate for admission to undergraduate Courses.
 - (ii) "B" or "C" Certificate for admission to a postgraduate Course.
- (b) Students admitted on the basis of NCC will have to continue in the NCC at least for one year.
- (c) The relaxation of marks on the basis of NCC Certificate shall be permissible only on the production of a certificate duly verified by the NCC Officer

4.3 N. S. S. Volunteers

NSS volunteers who have attended two 10 days' Special Camps and one National Integration Camp or Republic Day Camp may be provided a relaxation of 2% marks in the aggregate or in one subject as the case may be, for admission to **all Courses**.

Relaxation of marks given on the basis of NSS Certificates shall be permissible on the production of relevant Certificates.

4.4 Physically Handicapped

Relaxation to the extent of 5% marks in the prescribed percentage of marks for the admission in B.Ed. and Dip. in Basic Training Courses may be given to the handicapped candidates, provided they produce a Certificate from a competent authority and qualify the admission test and interview.

4.5 Foreign Students

- (a) The admission of foreign students may not exceed 10% of the total number of students admitted to a Course, subject to their qualifying in the admission test and satisfying other conditions as laid down from time to time by the Academic Council.
- (b) In addition to the above provision the foreign candidates sponsored by the Government of India, may also be admitted as per the conditions provided in various schemes.

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- (c) Every foreign student shall have to undergo a medical test (including test for AIDS) within a week from the date of admission.
- (d) Foreign students admitted to a programme shall produce student visa within one month after completion of the admission. In case of failure to produce such certificate within the stipulated period the admission shall stand cancelled.

Application for admission should be submitted to the Dean/Head of the Department concerned.

student bodies or at meetings or during curricular or extra-curricular activities of the University;

3.5 Misconduct or misbehaviour of any nature at the Examination Centre;

3.6 Misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any visitor to the University;

3.7 Causing damage, spoiling or disfiguring to the property/equipment of the University;

3.8 Inciting others to do any of the aforesaid acts;

3.9 Giving publicity to misleading accounts or rumour amongst the students;

3.10 Mischief, misbehaviour and/or nuisance committed by the residents of the hostels;

3.11 Visiting places or areas declared as 'out of bounds' for the students;

3.12 Not carrying the Identity cards issued by the Proctor;

3.13 refusing to produce or surrender the Identity Card as and when required by - Proctorial and other Staff of the University;

3.14 Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race;

3.15 Engaging in unlawful activities that includes membership of banned organizations, organizing meetings and processions without due permission of the competent authorities; and

3.16 Any other conduct anywhere which is considered to be unbecoming of a student.

4. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:

(1) Fine;

(2) Campus Ban;

(3) Expulsion; and

(4) Rustication.

However, no such punishment shall be imposed on an erring student unless he / she is given a fair chance to defend himself / herself. This shall not preclude the Vice-Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him / her.

5. All powers relating to discipline and disciplinary action in relation to the student shall vest in the Vice-Chancellor. However, the Vice-Chancellor may delegate all or any of his powers as he deems proper to the competent authority or to the Discipline Committee as the case may be or any functionary of the University.

6. (i) Without prejudice to Section 11(5) and also Statute 28(1), there shall be a Discipline Committee comprising of the following members:

- (1) Vice-Chancellor's nominee or Pro-Vice-Chancellor
- (2) Dean Students' Welfare
- (3) Deans of the Schools
- (4) Warden, who shall be invited, when the matter concerning his/her Hall of Residence is required to be placed before the Committee for consideration
- (5) Proctor (Member/Secretary)

(ii) Subject to any powers conferred by the Act and the Statute on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.

- (iii) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other Orders under them shall be binding on all the students of the University.
- (iv) The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor whose decision will be final and binding. However, the Vice-Chancellor, if he is of the opinion that the case merits' review, may refer the case back to the Discipline Committee for reconsideration.
- (v) Appeal against the decision of the Vice-Chancellor will be dealt in accordance with the provisions of Section 34 of the Central Universities Act 2009.
- (vi) One-third of the total members shall constitute the quorum for a meeting of the said Committee.

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MODEL ORDINANCE 46**VISITING PROFESSORS**

(Section 6(xvi), Statute 12(xviii))

1. A visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of Professor or a person who has achieved distinction outside the University sector, should be considered for appointment as Visiting Professor.
2. The maximum tenure of appointment of a Visiting Professor shall be two years and the minimum – not less than three months.
3. The University may appoint a person up to the age of 70 years as a Visiting Professor.
4. A Professor should not be appointed as a Visiting Professor in the same University in which he/she holds a post immediately before or after superannuation.
5. If a superannuated person is appointed as a Visiting Professor, the honorarium payable should not exceed Rs.15,000/- p.m. excluding any superannuation benefits.
6. A person appointed as Visiting Professor from outside the country shall be paid an honorarium of up to Rs.20,000/- p.m.
7. In case a person serving in an Indian University is appointed as Visiting Professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent University. The receiving University would also contribute towards pensionary benefits or CPF/GPF as per usual Rules.
8. It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave without pay.
9. If a person working abroad on a permanent basis is invited as a Visiting Professor, the University may meet the cost of international air travel from its own resources. Visiting Professor appointed may be paid travel expenses within India in accordance with the Rules of the University.
10. Guest House accommodation will be provided free of charge by the host University, but food charges would be paid by the Visiting Professor.

MODEL ORDINANCE 47**GAMES AND SPORTS COMMITTEE**

(Section 28(l))

1. (a) There shall be a Games and Sports Committee consisting of the following members, namely:
- (1) Chairman, appointed by the Vice-Chancellor
 - (2) Dean Students' welfare
 - (3) Presidents of various Games and Sports Clubs
 - (4) One Outstanding Sportsman from among the students on rolls, nominated by the Chairman for a period of one year
 - (5) Director of Physical Education, who shall be the Ex-Officio Secretary of the Games and Sports Committee
- (b) The Chairman of the Committee shall hold office for a term of two years.
2. The Committee shall :
- (1) make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
 - (2) frame the budget for games and sports;
 - (3) allocate finances to the various Clubs;
 - (4) maintain the play-grounds, gymnasias, swimming pools of the University;
 - (5) hold contests, competitions, tournaments, athletic meets etc.;
 - (6) recommend to the Vice-Chancellor the names of outstanding players and sportsmen to be nominated for admission
 - (7) perform such other functions, as may be assigned to it by the Academic Council from time to time; and
 - (8) take measures to attract the sports talent available in the University.

The Director, P/E will operate the budget under the supervision of DSW.

The Committee shall hold its meetings at least once in two months under the supervision of the DSW.

One-third of the total members shall form the quorum for a meeting of the Committee.

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MODEL ORDINANCE 48

COMMITTEE ON EQUIVALENCE OF EXAMINATIONS

Section 28(10) (g)

1. There shall be a standing Committee on Equivalence of Examinations consisting of the following members, namely:

2. **The functions of the Committee shall be**
 - (1) to consider the proposal in respect of the recognition of new courses/examinations of other Universities/Boards/ Institutions together with the report of the Dean of the School concerned who has examined the courses of study and the standard of the Courses and to recommend to the Academic Council the Examinations of other Universities/Boards/Institutions as equivalent to the corresponding Examinations of the University;
 - (2) to report to the Academic Council on all matters, which are referred to it;
 - (3) to consider requests for recognition of Examinations received from other Universities and Institutions and submit its recommendations to the Academic Council; and
 - (4) to prepare a case of moving application for seeking recognition of Degrees/Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country.

3. Not less than half the total number of members of the Committee shall constitute the quorum for a meeting of the Committee.

MODEL ORDINANCE 49**THE PROCTOR**

(Section 28(1) (o) of the Act)

1. The Proctor shall be appointed by the Vice-Chancellor from amongst the teachers, of the University not below the rank of Associate Professor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be delegated/assigned to him/her by the Vice-Chancellor

"Students", referred to above, mean regular, private/ex- students of the University on the rolls of Departments of Studies/Hostels/Centres/Schools.

2. The Proctor shall hold office for a period of three years and shall be eligible for reappointment.
3. The Proctor shall have all such powers delegated to him/her by the Vice-Chancellor.
4. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
5. The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
6. The Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Vice-Chancellor for a term of three years.
7. The Deputy Proctors and Assistant Proctors shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
8. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
9. The Proctor shall :
 - (1) monitor the disciplinary climate prevailing in the student community;
 - (2) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
 - (3) collect relevant facts about the incidents of indiscipline, evaluate the

evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and

- (4) issue all orders relating to disciplinary proceedings against students.
- 10. The Proctor shall make arrangement for the maintenance of Cycle/Scooter Stands in the Schools.
- 11. The Proctor shall maintain liaison with the local Administration in matters regarding the law and order situation in the University Campus.
- 12. The Proctor shall have the power:
 - (1) to suspend or institute proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself;
 - (2) to suspend or gate a student up to a maximum period of two weeks; and
 - (3) to impose a fine as prescribed from time to time.
- 13. In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.
- 14. Foreign students welfare (visa etc.)
- 15. VIP Security
- 16. Protection of University property

The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.

MODEL ORDINANCE 50**Transfer of Credit**

Under Section 6(2) (iv) of the Central Universities Act 2009

This Ordinance is aimed at providing a framework for promoting and facilitating the Inter-university transfer and mobility of students across different Universities of India and abroad can work well. A fully evolved credit transfer scheme involves (a) transfer of credits by students of the University to other Universities/educational institutions; and (b) acceptance of credits earned by a students from other Universities.

In the absence of a national qualification framework and credit transfer scheme, individual Universities can, at the most, create a facilitative mechanism for transfer of credit to other Universities/educational institution by prescribing a procedure for the issue of transcript to students seeking transfer of credit.

As regards acceptance of credit transfer from other Universities, an individual University can, even in the absence of a national policy, put in place a framework and procedure for accepting transfer of credits earned by their students from other Universities. However, due safeguards will have to be put in place to ensure that the credit transfer does not lead to dilution in the quality.

This Ordinance is aimed at prescribing:

- (a) procedure for facilitating and promoting transfer of credits earned by the students of the University to other Universities/educational institutions; and
- (b) policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions.

Facilitation for Transfer of Credits to other Universities/educational institutions

- 1) The University shall facilitate transfer of credits earned by its students to other Universities/educational institutions.
- 2) A student of the University seeking transfer of credit to other Universities/educational institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examination.
- 3) The Controller of Examination, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University

and shall forward the application of the students to the University/educational institution concerned.

Policy and Procedure for accepting Credit Transfer from other Universities

- 4) The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions:
 - a) Universities recognised under Section 12(b) of the UGC Act.
 - b) Universities that are members of the Association of Indian Universities.
 - c) Such foreign University, the Courses/Programmes of which are recognised as equivalent to those of Indian Universities by the Association of Indian Universities.
 - d) Indian Institutes of Technology (IIT)
 - e) Indian Institutes of Management (IIM)
 - i) National Institutes of Technology (NIT)
 - f) Indian Institutes of Science Education and Research (IISER)
 - g) Indian Institutes of Information Technology (IIIT)
 - h) Schools of Planning and Architecture (SPA)
 - i) All India Institute of Medical Sciences (AIIMS)
 - j) Such Indian or Foreign University/educational institution/research institution with which the University has signed an MOU for students and faculty exchange.
 - k) Any other University/ educational institution/ research institution that has been recognised and approved for the purpose of credit transfer by the Academic Council of the University.
- 5) Request for acceptance of transfer of credits shall:
 - a) be entertained only if received from such candidates who have been duly selected for admission in a Programme of study, as per the Rules and regulations governing admission in a the University;
 - b) have to be made by the student concerned within 10 days from the date of his/her admission in the University.
 - c) have to made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time.
 - d) have to be supported by such documents as may be prescribed by the Academic Council.
- 6) Dean of the School concerned shall be the Nodal Office for receiving and processing the request for accepting the transfer of credits. To facilitate and

expedite the process, the Dean may constitute a comprising a senior faculty as chairman and two to three faculty members to process and finalise the request for acceptance of credit.

- 7) The maximum credits that can be accepted for transfer shall not exceed 20% of the total credits required for the completion of the Programme of study in which a student has been admitted. Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade or GPA of 2 or 50% marks, as the case may be. In case a student has earned more credits from other Universities/educational institutions/research institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the School concerned in this regard shall be considered as final.
- 8) The credit equivalence for accepting credit transfer shall be determined as under:
 - a) for credit earned by students from Universities that have the credit system in place, a Course work requiring 10 hours of contact hours shall be considered as equivalent to 1 credit of the University; and
 - b) for Courses completed from Universities/educational institutions/research institutions that do not follow credit system but have semester system in place, a course work requiring a minimum 30 lecture hours per semester shall be considered as equivalent to 3 credits of the University; and
 - c) for Courses completed from Universities/educational institutions/research institutions that neither follow the credit system nor have the semester system, a Course work requiring formal classroom instruction/lab work of at least 3 hours per week it shall be considered as equivalent to 3 credits of the University.
- 9) The University may also permit its students to accumulate certain credits from other Universities/educational institutions/research institutions in full or partial fulfilment of the required Course work. In such cases:
 - a) the student shall be required to obtain prior approval of the Dean of the School;
 - b) the Courses can be undertaken only in the institutions specified in para 4 above; and
 - c) the maximum number of credits that can be accumulated by a student from other institutions shall not exceed 20% of the total credits prescribed for the successful completion of the programme of study.

Separate and merge with visiting professor

MODEL ORDINANCE 51

VISITING FELLOW

(Section 6(xvi) Statute 12(xviii))

1. A Visiting Fellow should be a scholar of eminence in his/her subject.
2. Superannuated persons up to the age of 70 years may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum – up to three months.
3. The Visiting Fellow may be paid daily allowance not exceeding Rs.600/- per day for visits up to one month. For visits beyond one month, the rate may be as in the case of Visiting Professor.
4. Travel expenses may be met in accordance with the Rules of the University.
5. The parent institution will grant academic leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.
6. The host University would provide accommodation to the Visiting Fellow in the University Guest House free of charge, but food charges would be paid by the Visiting Fellow.

The same person may not be invited as Visiting Fellow more than once in a year in the same University, but the period of 3 months can be split up as desired by the University within the period of one year.

MODEL ORDINANCE 52
Under Section 28 (1) (0) of the Act

**APPOINTMENT OF FACULTY AGAINST SANCTIONED POSTS
UNDER EXIGENT SITUATIONS**

1. Since selection of Faculty against sanctioned position on regular basis takes time, especially in the case of the newly established Central Universities, the University may devise its own mechanism to appoint faculty on such terms and conditions as decided by the Executive Council.
2. Subject to fulfillment of qualifications and experience as prescribed and amended by the UGC from time to time, the University may identify faculty from other Universities and higher education institutions for such appointments.
3. The faculty so appointed may be taken for short / medium term engagement on the basis of deputation / lien and will not exceed a maximum of three years.
4. Such appointment shall be made against sanctioned positions and till such time that regular selections are made.
5. The emoluments and terms of service of such appointments shall be such as decided by the Executive Council.

3:1:(1)

3: - **RATIFICATION OF ACTION TAKEN BY THE VICE-CHANCELLOR:**

- (i) Condonation for late submission of Exam form.

In compliance with the Academic Council of the University, the Examination Department had notified the examination time table for the 1st and 3rd semester examinations which was to commence on the 1st working day of December 2010 and in which the last date for submission of forms was duly fixed on 15/11/2010.

Due to unprecedented events within the University, the Academic Council resolved to defer the 1st and 3rd semester examinations from December 2010 to February 2011. The Examination Department had received three applications on 11/2/2011 from 1st semester students of the Department of History requesting condonation of late submission of examination forms in which the concerned students have paid the examination fee much before the last date fixed by the University. The applications were endorsed by the Controller of Examination to the concerned Head of the Department for comments on 11/2/2011 in which the Department had certified that the attendance of the three students in all the 4 courses is above 75%. The matter was taken up with the Vice-Chancellor who accorded his approval to condone the late submission of the form by the concerned students as a special case. On the basis of the said approval the students took their examinations in February 2011.

The matter is reported to the Academic Council in terms of NEHU Act 12 Sub Clause-3.

The matter is place before the Council for ratification.

4:1(i)

4: - **DEFERRED ITEM:**

- (i) UGC regulation 2010.

A Committee to examine the UGC regulation 2010 duly constituted vide Academic Council resolution No:AC:84:2010:6:2(i) to prepare necessary amendments in Statute/Ordinance etc in the light of the said UGC regulation 2010 has submitted its report and placed at Annexure 'A'.

The matter is placed before the Council for consideration.

4: 1(2)

Proposed Amendments to NEHU Act, Statutes, Ordinances and Regulations submitted by Academic Council Committee constituted for incorporating UGC Regulation-2010 [AC Resolution No. AC:84:2010:6:2:(i)].

The Committee constituted by the Academic Council vide Resolution No. AC:84:2010:6:2(i) for suggesting amendments to NEHU Statutes, Ordinances and Regulations for incorporating the provisions of the UGC Regulations (2010), met many times and thoroughly discussed the amendments needed in the Act, Statutes, Ordinances and Regulations. The Chairman, Academic Council also desired that the Committee should suggest necessary amendments in light of the Government of India notification No. 1-32/2006-U.II/U.I(ii) of December 31, 2008, on revision of pay scales of Registrar and Controller of Examinations, etc. and UGC notification F-1-2/2009(EC/PS)pt.II of February 2011 on amendment of UGC Regulation (2010). The UGC Model Ordinances were also forwarded to the Committee by the Pro-Vice Chancellor vide letter No. 147 of January 26, 2011. After due deliberations in the light of the documents provided, the committee proposes the attached amendments.

The matter may now be placed before the Academic Council for consideration and necessary action..

(O. P. Singh)
Member

(N. M. Panda)
Member

Arvind K. Misra)
Chairman

Executive Summary

1. **Amendment of NEHU Act clause 2(q) (Pg 8)** by replacing the term **Reader** with the term **Associate Professor** and term **Lecturer** with term **Assistant Professor**; **clause 5(7) (Pg 9)** by replacing the term **readership** with the term **associate professorship** and the term **lecturership** with the term **assistant professorship** or any other clause where these terms appear in the NEHU Act.
2. **Amendment of following Statutes of NEHU:**
Statute 7 clause 2; Statute 8 clauses 1 and 2; Statute 10A clause xii, Statute 12 clause 1(v), Statute 13 clauses 2(i) and 2(ii), Statute 14 clause x, and Statute 21 clause 1, by replacing the term **Reader** with the term **Associate Professor**; and the term **Lecturer** by the term **Assistant Professor**, where ever these terms appear in the aforementioned statutes or any other Statutes of the University.
3. **Amendment of Statute 20 on Selection Committee**
Incorporating- UGC Regulation clauses 3.1.0 (Pg 4), 6.4.11 (Pg 44), 5.1.1, 5.1.2 and 5.1.3 (pg 33), 6.3.3 (Pg 40), 5.1.7 (Pg 36), 5.1.6 (Pg 35), and 6.0.4 (Pg 37).
4. **Amendment of Ordinances OA-6, OA-7, OA-8, OA-9, OA-11, OA-13, OA-14, OB-5, OB-13, OC-4, OC-5, OC-13, and OD-9** such that the term **Reader** is replaced by the term **Associate Professor**, and the term **Lecturer** is replaced by the term **Assistant Professor**, wherever these terms appear in the aforementioned or any other Ordinances and Regulations of NEHU.
5. **Amendment of Ordinance OE-2 on the terms and conditions of service of Registrar**
Incorporating- Government of India Notification No. 1-32/2006-U.II/U.I(ii), dated 31/12/2008, clauses 1(c) and 1(d).
6. **Amendment of Ordinance OE-3 on Selection Committee procedure**
Incorporating- UGC regulation clauses 5.1.1 (Pg 33), 5.1.6(b) (Pg 36), 6.0.1 (Pg 36)
7. **Amendment of Ordinance OE-4 on Notification of vacancies etc.**
Incorporating- UGC Regulation clauses 3.1.0 (Pg 4), 3.2.0 (Pg 4). and part of Appendix III.
8. **Amendment of Ordinance OE-5 on Service conditions, salary and qualifications of teachers**
Incorporating- UGC Regulation clauses 3.1.0 (Pg 4), 11.1, 11.2, 11.3, 11.4, and 11.5 (Pg 58), 10.2, 10.3 and 10.4 (Pg 73), 9.2 and 9.3 (Pg 71), 10.5 (Pg 74), 9.4 (i)&(ii) (Pg 71), 9.5 (Pg 72), 2.3.2 (Pg 4), 8.4.7(ii) (Pg 56), and 17.0 (Pg 61)
9. **Amendment of Ordinance OE-6 on Governing Leave Rules to Teachers**
Incorporating- UGC Regulation clauses 8.4.9, 8.4.10 and 8.4.11 (Pg 56), 8.4.2(iii)(a)&(b) (Pg 53), 8.4.2(iv) (Pg 53), 8.4.3(3) (Pg 54), 8.3(i), (ii) (Pg 51), 8.3(iii) (Pg 52), 8.4.8(i)&(ii) (Pg 56), 8.4.10 (Pg 56), 8.4.9 (Pg 56)
10. **Amendment of Ordinance OE-9 on terms and conditions of service of Controller of Examinations**
Incorporating- Government of India Notification No. 1-32/2006-U.II/U.I(ii), dated 31/12/2008, 1(a), (b)&(c)
11. **Amendment of Ordinance OE-14 on minimum qualifications for direct recruitment to the posts of Librarian etc.**
Incorporating- UGC Regulation clauses 4.5.2(iii) (Pg 30), 4.5.3 (Pg 30), 4.6.3(i) (Pg 31), 4.6.3(ii) (Pg 31), 4.6.2 (Pg 31), 4.6.1 (Pg 30) and Government of India Notification No. 1-32/2006-U.II/U.I(ii), dated 31/12/2008, clauses (II)(a) to (h).
12. **Amendment of Ordinance OE-15 on Career advancement scheme**
Incorporating- UGC Model Ordinance and UGC Regulation clauses 6.3.5 (Pg 41), 6.4.10 (Pg 43)
13. **Amendment of Regulation RE-1 on Qualification of teachers etc.**
Incorporating- UGC Regulation clauses 3.3.0 & 3.3.1 (Pg 4), 3.4.0, 3.4.1, 3.5.0, 3.7.0, 3.8.0 and 3.9.0 (Pg 5), 6.4.1, 6.4.2, 6.4.3, 6.4.4 (Pg 42), 6.4.5, 6.4.6, 6.4.7, 6.4.8, 6.4.10 (Pg 43), including annexures on qualifications, PBAS Proforma, and API scoring and requirement etc.
14. **Amendment of Regulation RE-6 on counting past service for CAS**

Details of specific amendments proposed are attached in due format.

Proposed amendment of the Statute 20 of North-Eastern Hill University ON SELECTION COMMITTEE

Existing	Proposed
<p>1 There shall be a Selection Committee for making recommendations to the Executive Council for appointment to the posts of Professor, Reader, Lecturer, Registrar, Deputy Registrar, Assistant Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Librarian, Assistant Librarian, Director, Deputy Director, Assistant Director and such equivalent posts of the University Science Instrumentation Centre/ Computer Centre/ Physical Education, Principal/ Director and Teachers of Colleges/ Institutes maintained by the University.</p>	<p>(1) There shall be a Selection Committee for making recommendations to the Executive Council for appointment to the posts of Professor, Associate Professor, Assistant Professor, Registrar, Deputy Registrar, Assistant Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Librarian, Assistant Librarian, Director, Deputy Director, Assistant Director and equivalent posts including such posts of the University Science Instrumentation Centre/ Computer Centre/ Physical Education, Principal/ Director and Teachers of Colleges/ Institutes maintained by the University. The Selection Committee shall have the power to recommend higher initial pay or advance increments to be offered to a selected candidate in exceptional cases.</p>
<p>1(A) Notwithstanding anything contained in 20. 1 above, there shall be a Selection Committee for making recommendations to the Executive Council for placement/promotion of teachers as Lecturer (Senior Scale), Lecturer (Selection Grade), Reader and Professor under the Career Advancement Scheme or any such other scheme introduced by the University Grants Commission and accepted by the University from time to time.</p>	<p>(1)(A) Notwithstanding anything contained in (1) above, there shall be a Selection Committee for making recommendations to the Executive Council for placement/ promotion of teachers as Associate Professor and Professor and their equivalent cadres in Library and Physical Education and Sports under the Career Advancement Scheme or any such other scheme introduced by the University Grants Commission/ Government of India and accepted by the University from time to time. Further there shall be a Selection Committee/ Departmental Promotion Committee for making recommendation to the Executive Council for promotion of non-teaching employees to the cadre equivalent to the Assistant Registrar and above (other than statutory) under any scheme introduced by the University Grants Commission/ Government of India and adopted by the University.</p>
<p>1(B) Further, teachers promoted under Merit Promotion Scheme/ Career Advancement Scheme or any other scheme adopted/ introduced by the University shall be deemed to have been covered by this Statute.</p>	<p>(1)(B) Further, teachers and non-teaching group A employees promoted under Merit Promotion Scheme/ Career Advancement Scheme or any other scheme adopted/ introduced by the University shall be deemed to have been covered by this Statute.</p>
<p>Professor/ Reader 2.(A)</p> <p>The Selection Committee for the appointment to the posts of Professor/Reader in the University shall consist of the following :</p> <ul style="list-style-type: none"> (i) Vice-Chancellor—Chairperson (ii) An academician nominated by the Visitor (iii) Three experts in the concerned subject / field not below the rank of Professor nor in the service of the University and nominated by the Executive Council, out of panel of names recommended by the Academic Council (iv) Dean of the School (v) Head of the Department / Centre. 	<p>(2) The Selection Committee for various categories of posts in the University shall consist of as follows :</p> <p>(A) Teachers (Professor/ Associate Professor/ Assistant Professor)</p> <ul style="list-style-type: none"> (i) Vice-Chancellor—Chairperson (ii) An academician nominated by the Visitor (iii) Three experts in the concerned subject/ field not below the rank of Professor, not in the service of the University and nominated by the Executive Council, out of the panel of names recommended by the Academic Council (iv) Dean of the School (v) Head of the Department/ Centre.

<p>At least four members, including two experts, shall constitute the quorum.</p> <p>Provided that for the post of Professor, the Head of the Department/ Centre shall not be a member of the Selection Committee if he/ she is not a Professor.</p> <p>Provided further that for the post of Reader, the Lecturer-in-charge of the Department/Centre shall not be a member of the Selection Committee.</p>	<p>At least four members, including two <i>outside</i> experts, shall constitute the quorum.</p> <p>Provided that for the post of Professor, the Head of the Department/ Centre shall not be a member of the Selection Committee if he/ she is not a Professor.</p> <p>Provided further that, Assistant Professor in-charge of any Department/ Centre shall not be a member of the Selection Committee.</p>
<p>Lecturer (B)</p> <p>The Selection Committee for the appointment to the post of Lecturer in the University shall consist of the following:</p> <ul style="list-style-type: none"> (i) Vice-Chancellor—Chairperson (ii) An academician nominated by the Visitor (iii) Three experts in the concerned subject / field not below the rank of Reader nor in the service of the University and nominated by the Executive Council, out of a panel of names recommended by the Academic Council (iv) Head of the Department / Centre <p>Provided that, if the Department/Centre is headed by a Lecturer in-charge, the Dean of the School shall be a member of the Committee instead of the Lecturer-in-charge.</p> <p>At least four members, including two experts, shall constitute the quorum.</p>	<p>(B) Other Academic Staff (Librarian/ Deputy Librarian/ Assistant Librarian/ Director/ Deputy Director/ Assistant Director and other equivalent posts)</p> <ul style="list-style-type: none"> (i) Vice-Chancellor—Chairperson (ii) Nominee of the Visitor (iii) Three Experts in the concerned field, not in the service of the University, to be nominated by the Executive Council. (iv) Librarian/ Director/ Head of the Department/ Centre as the case may be. (v) Senior-most Professor/ Pro-Vice-Chancellor. Provided, if the post pertains to a School, Dean of the concerned School shall be a member in place of Senior most Professor/ Pro-Vice Chancellor. <p>At least four members, including two experts shall constitute the Quorum.</p>
<p>Career Advancement (C)</p> <p>The Selection Committee for Career Advancement shall be the same as those for direct recruitment for each category, i.e., Professor, Reader, Lecturer respectively.</p>	<p>(C) Non-Academic Staff (Registrar/ Finance Officer/ Controller of Examinations/ Deputy Registrar/ Assistant Registrar, etc.)</p> <ul style="list-style-type: none"> (i) Vice-Chancellor—Chairperson (ii) A nominee of the Visitor (iii) Three experts in the concerned field, not in the service of the University, to be nominated by the Executive Council (iv) A nominee to be nominated by the Executive Council (v) Senior most Professor/ Pro-Vice Chancellor <p>At least four members, including two outside experts, shall constitute the quorum.</p>
<p>Other Academic Staff (D)</p> <ul style="list-style-type: none"> (i) Vice-Chancellor—Chairperson (ii) Nominee of the Visitor (iii) Three Experts in the concerned field not in the service of the University to be nominated by the Executive Council. (iv) Registrar/ Librarian/ COE/ FO/ Director/ Head of the Department/ Centres. In case a Selection is for Registrar/ FO/ COE/ Librarian and Director a nominee to be nominated by the Executive Council. (v) Senior-most Pro-Vice-Chancellor/ Professor. (vi) At least four members, including two experts shall constitute the Quorum. 	<p>(D) Career Advancement</p> <p>The Selection Committee for Career Advancement shall be the same as that for direct recruitment for each category, i.e., Professor, Associate Professor, and their equivalent cadres in Library and Physical Education and Sports respectively.</p>

<p>At least four members, including two experts, shall constitute the quorum.</p> <p>Provided that for the post of Professor, the Head of the Department/ Centre shall not be a member of the Selection Committee if he/ she is not a Professor.</p> <p>Provided further that for the post of Reader, the Lecturer-in-charge of the Department/Centre shall not be a member of the Selection Committee.</p>	<p>At least four members, including two <i>outside</i> experts, shall constitute the quorum.</p> <p>Provided that for the post of Professor, the Head of the Department/ Centre shall not be a member of the Selection Committee if he/ she is not a Professor.</p> <p>Provided further that, Assistant Professor in-charge of any Department/ Centre shall not be a member of the Selection Committee.</p>
<p>Lecturer (B)</p> <p>The Selection Committee for the appointment to the post of Lecturer in the University shall consist of the following:</p> <ul style="list-style-type: none"> (i) Vice-Chancellor—Chairperson (ii) An academician nominated by the Visitor (iii) Three experts in the concerned subject / field not below the rank of Reader nor in the service of the University and nominated by the Executive Council, out of a panel of names recommended by the Academic Council (iv) Head of the Department / Centre <p>Provided that, if the Department/Centre is headed by a Lecturer in-charge, the Dean of the School shall be a member of the Committee instead of the Lecturer-in-charge.</p> <p>At least four members, including two experts, shall constitute the quorum.</p>	<p>(B) Other Academic Staff (Librarian/ Deputy Librarian/ Assistant Librarian/ Director/ Deputy Director/ Assistant Director and other equivalent posts)</p> <ul style="list-style-type: none"> (i) Vice-Chancellor—Chairperson (ii) Nominee of the Visitor (iii) Three Experts in the concerned field, not in the service of the University, to be nominated by the Executive Council. (iv) Librarian/ Director/ Head of the Department/ Centre as the case may be. (v) Senior-most Professor/ Pro-Vice-Chancellor. Provided, if the post pertains to a School, Dean of the concerned School shall be a member in place of Senior most Professor/ Pro-Vice Chancellor. <p>At least four members, including two experts shall constitute the Quorum.</p>
<p>Career Advancement (C)</p> <p>The Selection Committee for Career Advancement shall be the same as those for direct recruitment for each category, i.e., Professor, Reader, Lecturer respectively.</p>	<p>(C) Non-Academic Staff (Registrar/ Finance Officer/ Controller of Examinations/ Deputy Registrar/ Assistant Registrar, etc.)</p> <ul style="list-style-type: none"> (i) Vice-Chancellor—Chairperson (ii) A nominee of the Visitor (iii) Three experts in the concerned field, not in the service of the University, to be nominated by the Executive Council (iv) A nominee to be nominated by the Executive Council (v) Senior most Professor/ Pro-Vice Chancellor <p>At least four members, including two outside experts, shall constitute the quorum.</p>
<p>Other Academic Staff (D)</p> <ul style="list-style-type: none"> (i) Vice-Chancellor—Chairperson (ii) Nominee of the Visitor (iii) Three Experts in the concerned field not in the service of the University to be nominated by the Executive Council. (iv) Registrar/ Librarian/ COE/ FO/ Director/ Head of the Department/ Centres. In case a Selection is for Registrar/ FO/ COE/ Librarian and Director a nominee to be nominated by the Executive Council. (v) Senior-most Pro-Vice-Chancellor/ Professor. (vi) At least four members, including two experts shall constitute the Quorum. 	<p>(D) Career Advancement</p> <p>The Selection Committee for Career Advancement shall be the same as that for direct recruitment for each category, i.e., Professor, Associate Professor, and their equivalent cadres in Library and Physical Education and Sports respectively.</p>

<p>Principal/ Director (E)</p> <p>The Selection Committee for the post of Principal/ Director of a College/ Institute maintained by the University shall be as follows :</p> <p>(i) Vice-Chancellor—Chairperson (ii) Two members of the Executive Council nominated by the Vice-Chancellor (iii) A nominee of the Vice-Chancellor. (iv) Three experts consisting of the Principal of a College, a Professor and an eminent educationist not below the rank of Professor, to be nominated by the Executive Council out of a panel of experts approved by the Academic Council.</p> <p>At least four members including two experts shall constitute the quorum.</p>	<p>(E) Principal of a College maintained by the University</p> <p>The Selection Committee for the post of Principal of a College/ Institute maintained by the University shall be as follows :</p> <p>(i) Vice-Chancellor—Chairperson (ii) Two members of the Executive Council nominated by the Vice-Chancellor of whom one shall be an expert in academic administration (iii) A nominee of the Vice-Chancellor who shall be a higher education expert (iv) Three experts consisting of the Principal of a College, a Professor and an eminent educationist not below the rank of Professor, to be nominated by the Executive Council out of a panel of experts approved by the Academic Council.</p> <p>At least four members including two experts as per clause (iv) above shall constitute the quorum.</p>
<p>Teachers of Colleges Maintained by the University (F)</p> <p>The Selection Committee for the post(s) of Professor, Reader, Lecturer in a College/Institute maintained by the University shall be the same as the one for the Post(s) of Professor, Reader, Lecturer in the University except that the Principal / Director of the College / Institute concerned shall also be a member of such a Committee.</p> <p>Provided that Head of the Department in this sub-clause shall mean the Head of the University Department concerned.</p>	<p>(F) Teachers of Colleges Maintained by the University</p> <p>The Selection Committee for the post of Professor, Associate Professor, Assistant Professor in a College/ Institute maintained by the University shall be the same as the one for the Post of Professor, Associate Professor, Assistant Professor in the University except that the Principal of the College/ Director of the Institute concerned shall also be a member of such a Committee.</p> <p>Provided that Head of the Department in this sub-clause shall mean the Head of the University Department concerned.</p>
<p>(G)</p> <p>Notwithstanding anything contained in sub-clauses (A), (B), (C), (D), (E) & (F) mentioned above, a representative of the Scheduled Caste / Scheduled Tribe, women or physically handicapped shall be a member of the Selection Committee concerned, if there is a candidate / are candidates from any of these categories appearing for the interview, provided that a panel of academicians in respect of each of these categories shall be prepared by the Executive Council on the recommendation of the Academic Council.</p> <p>Provided further that if there is a candidate/ are candidates appearing for interview who belong(s) to more than one of these categories, there shall be a representative from one of the category concerned only.</p>	<p>(G)</p> <p>Notwithstanding anything contained in sub-clauses (A), (B), (C), (D), (E), & (F) mentioned above, a representative of the Scheduled Caste/ Scheduled Tribe/ minority/ OBC/ women or differently abled shall be a member of the Selection Committee concerned, if there is a candidate/ are candidates from any of these categories appearing for the interview, provided that a panel of academicians in respect of each of these categories shall be prepared by the Executive Council on the recommendation of the Academic Council.</p> <p>Provided further that if there is a candidate/ are candidates appearing for interview who belong(s) to more than one of these categories, there shall be a representative from one of the category concerned only.</p>
<p>(3) The Vice-Chancellor, or in his absence, the senior-most Pro-Vice-Chancellor, shall preside at meetings of the Selection Committee.</p>	<p>(3) The Vice-Chancellor, or in his absence, the senior-most Pro-Vice-Chancellor, shall preside at meetings of the Selection Committee.</p>
<p>(4) The meetings of a Selection Committee shall be convened by the Vice- Chancellor or in his absence, by the senior-most Pro-Vice-Chancellor.</p>	<p>(4) The meetings of a Selection Committee shall be convened by the Vice-Chancellor.</p>

<p>(5) The procedure to be followed by a Selection Committee in making recommendations shall be laid down in the Ordinances.</p>	<p>(5) The procedure to be followed by a Selection Committee in making recommendations shall be laid down in the Ordinances.</p>
<p>(6) If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reason and submit the case to the Visitor for final orders.</p>	<p>(6) If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reason and forward the same to the Visitor whose decision shall be final.</p>
<p>(7) Appointment to temporary posts shall be made in the manner indicated below:</p> <p>(i) If the temporary vacancy is for a duration longer than one academic session, it shall be filled on the advice of the Selection Committee in accordance with the procedure indicated in the foregoing clauses. Provided that if the Vice-Chancellor is satisfied that in the interests of work it is necessary to fill the vacancy, the appointment may be made on a purely temporary basis by a local Selection Committee referred to in sub-clause (ii) for a period not exceeding six months.</p> <p>(ii) If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local Selection Committee consisting of the Dean of the School concerned, the Head of the Department and a nominee of the Vice-Chancellor. Provided that if the same person holds the offices of the Dean and the Head of the Department, the Selection Committee may contain two nominees of the Vice-Chancellor.</p> <p>Provided further that in case of sudden casual vacancies of teaching posts caused by death or any other reason, the Dean may, in consultation with the Head of the Department concerned, make a temporary appointment for a month and report to the Vice-Chancellor and the Registrar about such appointment.</p> <p>(iii) No teacher appointed temporarily shall if he is not recommended by a regular Selection Committee for appointment under these Statutes, be continued in service on such temporary employment, unless he is subsequently selected by a local Selection Committee or a regular Selection Committee, for a temporary or permanent appointment, as the case may be. 1</p>	<p>(7) Appointment to temporary posts shall be made in the manner indicated below:</p> <p>(i) If the temporary vacancy is for a duration longer than one academic session, it shall be filled on the advice of the Selection Committee in accordance with the procedure indicated in the foregoing clauses. Provided that if the Vice-Chancellor is satisfied that in the interest of work it is necessary to fill the vacancy, the appointment may be made on a purely temporary basis by a local Selection Committee referred to in sub-clause (ii) below for a period not exceeding six months.</p> <p>(ii) If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local Selection Committee consisting of the Dean of the School concerned, the Head of the Department and a nominee of the Vice-Chancellor.</p> <p>Provided further that in case of sudden casual vacancies of teaching posts caused by death or any other reason, the Dean may, in consultation with the Head of the Department concerned, make a temporary appointment for a month and report to the Vice-Chancellor and the Registrar about such appointment.</p> <p>(iii) No teacher appointed temporarily shall, if he/ she is not recommended by a regular Selection Committee for appointment under these Statutes, be continued in service on such temporary employment, unless he/ she is subsequently selected by a local Selection Committee or a regular Selection Committee, for a temporary or permanent appointment, as the case may be.</p>

Proposed Amendment of OE-2 ON THE TERMS AND CONDITIONS OF SERVICE OF THE REGISTRAR

Existing	Proposed
OE-2	OE-2
<p>ON THE TERMS AND CONDITIONS OF SERVICE OF THE REGISTRAR <i>Under Clause (2) of Statute 4</i></p>	<p>ON THE TERMS AND CONDITIONS OF SERVICE OF THE REGISTRAR <i>Under Clause (2) of Statute 4</i></p>
<p>1. The Ordinance may be called the Ordinance on the Terms and Conditions of Service of the Registrar, North-Eastern Hill University.</p>	<p>1. The Ordinance may be called the Ordinance on the Terms and Conditions of Service of the Registrar, North-Eastern Hill University.</p>
<p>2. This Ordinance shall take effect from the twentieth day of October, 1978.</p>	<p>2. This Ordinance shall take effect from the twentieth day of October, 1978.</p>
<p>3. i. The Registrar shall be paid a monthly salary and allowances and perks as prescribed by the UGC/MHRD, Government of India/University and accepted by the University from time to time. ii. All appointments to the post of Registrar shall be through advertisement and selection for a tenure of 5 years, which may be renewed for similar terms.</p> <p>The minimum qualification shall be as follows:- a. A Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale. b. At least 15 years of experience as Lecturer in a University or PG College of which eight years shall be in Reader's grade along with experience in educational administration Or Comparable experience in establishments and other institutions of higher education. Or 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <p>Note: The minimum requirement of 55% marks at (a) above shall be 50% for SC/ST candidates or candidates already in the University system.</p>	<p>3. i. The Registrar shall be paid a monthly salary and allowances and perks as prescribed by the UGC/MHRD, Government of India/University and accepted by the University from time to time. ii. All appointments to the post of Registrar shall be through advertisement and selection for a tenure of 5 years, which may be renewed for similar terms. iii. The age of superannuation of the Registrar shall be 62 years. iv. The minimum qualification shall be as follows:- a. A Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale. b. At least 15 years experience as Lecturer/Assistant Professor or eight years of service as Reader/ in the AGP of eight thousand and above including as Associate Professor along with experience in educational administration. Or Comparable experience in research establishments and/ or other institutions of higher education, Or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Note: The minimum requirement of 55% marks at (a) above shall be 50% for SC/ST candidates or candidates already in the University system.</p>
<p>4. The Registrar shall be entitled to leave, leave-salary, allowances, provident fund and other benefits as prescribed in this behalf by the University from time to time for employees of the University.</p>	<p>4. The Registrar shall be entitled to leave, leave-salary, allowances, provident fund and other benefits as prescribed in this behalf by the University from time to time for employees of the University.</p>
<p>5. The University shall provide him/her with unfurnished residential accommodation for which he/she will pay rent at the usual rate.</p>	<p>5. The University shall provide him/her with unfurnished residential accommodation for which he/she will pay rent at the usual rate.</p>
<p>6. Notwithstanding anything contained in these Ordinances, the Registrar appointed under the provisions of Section 41 of the North-Eastern Hill University Act, 1973, shall be governed by such terms and conditions of service as the Visitor in his order may specify.</p>	<p>6. Notwithstanding anything contained in these Ordinances, the Registrar appointed under the provisions of Section 41 of the North-Eastern Hill University Act, 1973, shall be governed by such terms and conditions of service as the Visitor in his order may specify.</p>

Proposed amendment of OE-3 ON SELECTION COMMITTEE PROCEDURE

Existing ON SELECTION COMMITTEE PROCEDURES <i>Under Clause (5) of Statute 20</i>	<i>Proposed</i> ON SELECTION COMMITTEE PROCEDURES FOR TEACHERS AND OTHER ACADEMIC STAFF <i>Under Clause (5) of Statute 20</i>
1. The Chairman shall fix the date and venue of the meeting of the Selection Committee.	1. The Chairman shall fix the date and venue of the meeting of the Selection Committee.
2. Ordinarily, a week's notice of a meeting shall be given to the members. Provided that the meetings of the Selection Committee shall be fixed only after ascertaining the convenience of the Visitor's nominee and the persons nominated by the Executive Council. Provided further that the proceedings of the Selection Committee shall not be valid unless :- i. Where the Visitor's nominee and the persons nominated by the Executive Council number four in all, at least three of them attend the meeting; and ii. Where the Visitor's nominee and the persons nominated by the Executive Council number three in all, at least two of them attend the meeting.	2. Ordinarily, a week's notice of a meeting shall be given to the members. Provided that the meetings of the Selection Committee shall be fixed only after ascertaining the convenience of the Visitor's nominee and the persons nominated by the Executive Council. Provided further that the proceedings of the Selection Committee shall not be valid unless <i>i. four members including two outside subject experts attend the meeting,</i> <i>ii. Visitor's nominee attends or his/her written consent has been obtained.</i> <i>Provided further that for the college Principal, at least five members including two experts shall constitute the quorum of the Selection Committee.</i>
3. The Selection Committee shall make recommendations as to the suitability of the candidates referred to it, for consideration of the Executive Council.	3. The Selection Committee shall make recommendations as to the suitability of the candidates referred to it, for consideration of the Executive Council.
4. The decision shall be arrived at by the Selection Committee by a majority vote. In case there is a tie, the Chairman shall exercise a casting vote.	4. The decision shall be arrived at by the Selection Committee by a majority vote. In case there is a tie, the Chairman shall exercise a casting vote.
5. The Chairman shall have the power to lay down procedures in respect of matters not specified in these Ordinances.	5. The Chairman shall have the power to lay down procedures in respect of matters not specified in these Ordinances.
6. The Selection Committee shall interview the candidates belonging to the Scheduled Castes and Scheduled Tribes for the post of Lecturers separately and make its recommendations before other candidates are interviewed.	6. <i>When Selection Committee meetings are convened for the posts for different categories together, candidates for the reserved category posts shall be interviewed separately and recommendations made before candidates for unreserved categories are interviewed.</i>
7. The Selection Committee may, for reasons to be recorded, consider the curriculum vitae of a candidate in absentia and make recommendations for consideration of the Executive Council.	7. The Selection Committee may, for reasons to be recorded, consider the curriculum vitae of a candidate in absentia and make recommendations for consideration of the Executive Council.
8. Every Selection Committee shall be competent to adopt its own procedure regarding the mode of assessment of the candidates presented before it.	8. <i>The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/ her performance on a scoring system proforma, based on the Academic Performance Indicators (API).</i> <i>The teaching and/ or research aptitude of the candidates may be assessed at the interview</i>

	<p><i>stage through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research. These procedures can be followed for both direct recruitment and CAS promotions wherever selection committees are prescribed.</i></p>
<p>9. If more candidates than the number of vacancies are selected, the Selection Committee shall prepare a panel containing names of candidates in order of preference. The extra candidates found suitable shall constitute the reserve list. The reserve list shall remain confidential till an occasion arises for its use due to some selected candidates declining the offer only, and shall not be used for appointments against posts other than those advertised.</p>	<p>9. If more candidates than the number of vacancies are selected, the Selection Committee shall prepare a panel containing names of candidates in order of preference. The extra candidates found suitable shall constitute the reserve list. The reserve list shall remain confidential till an occasion arises for its use due to some selected candidates declining the offer only, and shall not be used for appointments against posts other than those advertised.</p>
<p>10. The proceedings of the Selection Committee shall be treated as confidential.</p>	<p>10. The proceedings of the Selection Committee shall be treated as confidential.</p>
<p>11. The panel drawn up by the Selection Committee shall remain valid till the vacancies advertised are filled or till the panel is exhausted, whichever is earlier. Provided that the validity as such shall not exceed one year.</p> <p>Explanation: The Executive Council can appoint a person from the approved panel only within a period of one year from the date on which the panel was drawn up by the Selection Committee.</p>	<p>11. The panel drawn up by the Selection Committee shall remain valid till the vacancies advertised are filled or till the panel is exhausted, whichever is earlier. Provided that the validity as such shall not exceed one year.</p> <p>Explanation: The Executive Council can appoint a person from the approved panel only within a period of one year from the date on which the panel was drawn up by the Selection Committee.</p>
	<p>12. <i>Notwithstanding anything contained in clauses 1 to 11 above, any notification in this regard issued by the University Grants Commission/ Ministry of Human Resource Development/ Government of India and adopted by the University shall be applicable.</i></p>

Proposed amendment of OE-4 ON NOTIFICATION OF VACANCIES AND PRELIMINARY SELECTIONS

Existing	Proposed
<p style="text-align: right;">OE-4</p> <p style="text-align: center;">ON NOTIFICATION OF VACANCIES AND PRELIMINARY SELECTIONS <i>Under Section 26 (1) (q) of the NEHU Act, 197)</i></p>	<p style="text-align: right;">OE-4</p> <p style="text-align: center;">ON NOTIFICATION OF VACANCIES AND PRELIMINARY SELECTIONS <i>Under Section 24 (d) of the NEHU Act, 1973</i></p>
<p>Vacancies 1.</p> <p>i. The Registrar shall maintain the up-to-date position about the faculty positions in the Department in the form which may be prescribed by the Vice-Chancellor, the nature of vacancies and such other details as may be necessary.</p> <p>ii. The Head of the Department shall intimate to the Registrar through the Dean of the School, the occurrence of a vacancy in the prescribed proforma along with such other particulars like the specialization, etc., which may be needed for making selections for these positions with reference to the structure of the Department approved by the University.</p> <p>iii. Suitable advertisement shall be prepared from time to time on the basis of the information by the Registrar and approved with suitable changes, if any, by the Vice-Chancellor.</p>	<p>1. Vacancies</p> <p>i. The Registrar shall maintain up-to-date record of the faculty positions with the nature of vacancies and such other details as may be necessary in various Departments/ Centres in the form which may be prescribed by the Vice-Chancellor.</p> <p>ii. The Head of the Department/ Centre shall intimate to the Registrar through the Dean of the School, the occurrence of a vacancy in the prescribed proforma along with such other particulars like the specialization, etc.</p> <p>iii. Suitable advertisement shall be prepared from time to time on the basis of the information by the Registrar and approved with suitable changes, if any, by the Vice-Chancellor.</p>
<p>Mode of Advertisement 2.</p> <p>i. All vacancies in academic cadres of the University shall be advertised in at least four India papers, one each from the eastern, northern, western and southern region and at least one regional paper each of the constituent units of the University. Provided that if there are some academic positions for which the candidates are likely to be exclusively available in a particular region or regions, advertisement may be limited to the papers in that region or regions, only after recording the reasons for doing so in writing and with prior approval of the Vice-Chancellor.</p> <p>ii. The fact that certain vacancies are reserved for SC/ST candidates will be clearly mentioned in the advertisement. Applications from other candidates shall be considered only if suitable SC/ST candidates are not available.</p> <p>iii. The conditions, if any, under which the essential qualifications are relaxable shall be clearly stated in the advertisement.</p> <p>iv. The closing date for receipt of applications shall be at least five weeks from the date of appearance of the advertisement in the papers. Provided that in emergent circumstances the notice could be reduced to three weeks for reasons to be recorded in writing.</p> <p>v. No application received after the closing date for the receipt of application will be entertained</p>	<p>2. Mode of Advertisement</p> <p>i. The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors and respective equivalent posts in the University shall be on the basis of merit through all India advertisement in at least two National newspapers and the University website. Provided that if there are some academic positions for which the candidates are likely to be exclusively available in a particular region, advertisement may be limited to the newspapers in that region, only after recording the reasons for doing so in writing and with prior approval of the Vice-Chancellor.</p> <p>ii. The advertisement must clearly state the essential qualifications, etc. for each post as laid down in the relevant Ordinance/ Regulation.</p> <p>iii. The vacancies reserved for SC/ST/OBC/Differently abled candidates shall be clearly indicated in the advertisement. De-reservation of the vacancies as per Government of India Rules shall be considered only if suitable candidates are not available for the respective reserved category.</p> <p>iv. The conditions, if any, under which the basic (essential and desirable) qualifications are relaxable shall be clearly stated in the advertisement.</p> <p>v. The closing date for receipt of applications shall be at least five weeks from the date of appearance of the advertisement in the newspapers. Provided that in emergent circumstances the period could be reduced to three weeks for reasons to be recorded in writing.</p> <p>vi. No application received after the closing date will</p>

<p>unless the delay is accounted for by dislocation in the postal system or in its being forwarded by the appropriate authorities or such other valid reasons as may be accepted by the Vice-Chancellor.</p>	<p>be entertained unless the delay is accounted for by dislocation in the postal system or in its being forwarded by the appropriate authorities or such other valid reasons as may be accepted by the Vice-Chancellor.</p>
<p>Personal Contact Candidates 3.</p> <p>A process of personal contact may be initiated by the Vice-Chancellor for obtaining particulars of candidates from appropriate authorities in the concerned fields. The particulars so forwarded by the concerned authorities, in response to such request may also be considered along with other applications in response to the advertisement. No application fee shall be chargeable in respect of such applications.</p>	<p>3. Personal Contact Candidates</p> <p>A process of personal contact may be initiated by the Vice-Chancellor for obtaining particulars of candidates from appropriate authorities in the concerned fields. The particulars so forwarded by the concerned authorities, in response to such request may also be considered along with other applications in response to the advertisement. No application fee shall be chargeable in respect of such applications.</p>
<p>Career Advancement 4.</p> <p>i. Teachers eligible for placement/promotion under the Career Advancement Scheme shall apply in a prescribed form to the Registrar through the Head of the Department/Centre. Provided that if a candidate is the Head of the Department/Centre application is to be forwarded by the concerned Dean.</p> <p>ii An application for promotion under the Career Advancement Scheme shall be entitled to the benefit of regular and continuous previous service in the equivalent grade and Scale of pay outside this University/Institutions like a University, College, or other Research organizations, e.g., CSIR, ICAR, DRDO, ICSSR, ICHR, and other such institutions, up to a maximum of half the number of years required to be eligible for such promotion, subject to the guidelines issued by the UGC from time to time.</p>	<p>Deleted</p>
<p>Counting of Past Service 5.</p> <p>If the number of years required in a feeder cadre are less than those stipulated under the Career Advancement Scheme, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.</p>	<p>Deleted</p>
<p>Fees 6.</p> <p>Details of procedure shall be laid down in Regulations. All applications, including those for placement/promotion under the Career Advancement Scheme, shall be accompanied by such application fee for the posts as may be prescribed by the University from time to time. In case a candidate is not eligible for consideration on account of any disability, other than academic qualification, the application shall not be considered and the application fee will be refunded in full.</p>	<p>4. Fees</p> <p>All applications shall be accompanied by such non-refundable application fee for the posts as may be prescribed by the University from time to time.</p>
<p>Procedure of Scrutiny 7.</p> <p>i. The applications of all candidates for the post of Lecturers, Readers, Professors, or equivalent posts or application for placement/promotion under the Career Advancement Scheme shall be</p>	<p>5. Procedure of Scrutiny</p> <p>A. Administrative Scrutiny</p> <p><i>i. In the first instance, the non-academic particulars of the candidates like age, nationality, date of</i></p>

forwarded by the University Office to the Heads of the Department concerned. However, if the Head of the Department happens to be a Reader, the applications for the posts of Professors or equivalent will be forwarded to a Professor in the Department or failing which to the Dean of the School.

ii. The Head of the Department shall constitute a Committee of not less than three members of the staff in the Department not below the rank of Reader including a Professor(s) (excluding Professors reappointed after superannuation) in the Department to scrutinize the applications for the posts of Lecturers, Readers and equivalent and for preparing a list of candidates for interview. Similarly, a Committee shall be constituted by the Head of the Department or the Dean of the School, as the case may be, for scrutinizing the applications for the posts of Professors or equivalent. This Committee shall comprise not less than three persons and shall include all Professors in the Department (excluding Professors reappointed after superannuation) and at least one Professor from another Department in the School or another School.

iii. The procedure for scrutiny of applications shall be as follows :

a. In the first instance, the non-academic particulars of the candidates like age, nationality, date of submission of application, etc. shall be scrutinized and those candidates who suffer from any disability will be separately listed.

b. The applications of all the remaining candidates shall be scrutinized with reference to the essential and desirable qualifications.

c. Ordinarily, the number of candidates recommended for interview for one post may not exceed six and for two posts ten, and five per post if the vacancies are more. Provided that the above number may be exceeded by the Committee for reasons to be given in writing.

d. A short list of candidates who appear to be better qualified on the basis of qualifications given in the application, shall be prepared by the Committee on the basis of criteria which may be adopted by the Committee in each case. Provided, such candidates who may have been interviewed for the same or similar post by the University and may not have been found suitable within a year preceding the advertisement of the post in question shall not be called for interview unless the committee makes a special recommendation for reasons to be recorded in writing.

e. Ordinarily for the posts of Lecturers, Research Associates, Research Fellows or equivalent, a higher weightage will be given for consistently good academic record, the objective being to pick up those who have the

submission of application, etc. shall be scrutinised by the University Office together with the Chairman of the Screening Committee defined below and those candidates who suffer from any disability shall be listed separately.

ii. *The applications of all the remaining candidates will be screened with reference to the essential and desirable qualifications by the Screening Committee as defined in clause B below.*

B. Screening of Applications

i. *The applications of all candidates for the posts of Assistant Professor, Associate Professor, Professor or equivalent posts shall be forwarded by the University Office to the Head of the Department concerned who shall ordinarily be the Chairman of the Screening Committee. However, if the Head of the Department happens to be an Associate Professor, the applications for the post of Professor or equivalent shall be forwarded to the senior most Professor in the Department, failing which to the Dean of School or the Vice-Chancellor. The Head of the Department shall constitute a Committee of not less than three teachers in the Department, not below the rank of Associate Professor, including the Professors in the Department or from other Department in case there are not enough faculty members in the Department, to screen the applications for posts of Assistant Professor, Associate Professor, and equivalent and for preparing a list of candidates for interview. Similarly, a Committee shall be constituted by the Head of the Department or the Senior most Professor or the Dean of the School or the Vice-Chancellor as the case may be, for scrutinising the applications for the post of Professor or equivalent. This Committee shall comprise of not less than three teachers and shall include all Professors in the Department and at least one Professor from another Department in the School or other Schools. Professors who are re-employed after superannuation shall not however be members of the Screening Committee.*

ii. Ordinarily, the number of candidates recommended for interview for one post may not exceed six and for two posts ten, and five per post, if the vacancies are more.

iii. ***A short list of candidates, in the order of merit, for the post of Assistant Professor and its equivalent cadres in Library and Physical Education and Sports shall be prepared by the Committee on the basis of screening criteria as stipulated in the Regulation. Merit list of candidates for the posts of Associate Professor and Professor and their equivalent cadres in Library and Physical Education and Sports shall be drawn on the basis of the API scores as per template provided in the Annexure-II to this Regulation.*** Provided, such candidates who may have been interviewed for the same or similar post by the University and may not have been found suitable within a year preceding the

<p>best potential for development. Their research work and other experience will be considered but with a lesser weightage. In the case of the posts of Readers or equivalent, the academic record and their achievements in research, teaching and in other fields will be given equal weightage. In the case of higher posts of Professors, the achievements in their fields of study and work will be given a high priority;</p> <p>f. The qualifications advertised in the notice shall not be relaxed unless the fact that qualifications are relaxable under special circumstances has been mentioned in the advertisement; and</p> <p>g. The basic academic qualification shall not be relaxable. In case of a candidate who does not satisfy anyone of the other essential qualifications like experience and yet recommended for being called for interview, the fact shall be specifically stated and reasons for relaxing the qualification will be given in writing.</p> <p>iv. The Head of the Department or the Dean of the School, as the case may be, shall forward the applications with his recommendations to the Vice-Chancellor for final selection of candidates for interview for the posts. The Vice-Chancellor may vary the list suitably at his discretion for reasons to be recorded in writing.</p> <p>v. A copy each of three best publications/written academic contribution of the candidate for Professorship/Readership (selected to be called for interviews as defined by her/him) shall be sent well in advance to three external experts of the Selection Committee for critical review before the interview for placement/promotion is held. The review reports of these three experts shall be placed before the Selection Committee.</p>	<p>advertisement of the post in question shall not be called for interview unless the committee makes a special recommendation for reasons to be recorded in writing.</p> <p>iv. Ordinarily for the post of Assistant Professor or its equivalent cadre in Library and Physical Education and Sports, a higher weightage will be given for consistently good academic record, the objective being to pick up those who have the best potential for development. Their research work and other experience shall be considered but with a weightage as provided for in the UGC Regulations. For the posts of Associate Professor and Professor and their equivalent cadres in Library and Physical Education and Sports, the weightage for the teaching and research records shall be given as stipulated in the Performance Based Appraisal System (PBAS) based on the Academic Performance Indicator (API) as per Regulation RE-1.</p> <p>v. Under no circumstances will the essential qualifications, experience and API as prescribed by the UGC and advertised accordingly be relaxed.</p> <p>vi. In case of a candidate who does not satisfy one or more desirable qualifications and is yet recommended for being called for interview, the fact shall be specifically stated and reasons for relaxing the desirable qualification shall be given in writing.</p> <p>vii. The applications along with recommendation of the Screening Committee shall be forward by the Chairman to the Vice-Chancellor for final selection of candidates for interview for the posts. The Vice-Chancellor may vary the list suitably at his/ her discretion for reasons to be recorded in writing.</p> <p style="text-align: center;">deleted</p>
<p>Readvertisement 8.</p> <p>If the number of candidates being called for interview is less than three in all, the post shall be readvertised with the stipulation that candidates who may have applied earlier need not apply again. In such cases, the Vice-Chancellor shall also initiate personal contact as provided in clause 3 above. In case the number of eligible candidates is still less than three the process of second advertisement and personal contact, the interviews shall be held in accordance with the provisions of the Ordinance.</p>	<p>6. Re-advertisement</p> <p>If the number of candidates being called for interview is less than three in all, the post shall be re-advertised with the stipulation that candidates who may have applied earlier need not apply again. In such cases, the Vice-Chancellor shall also initiate personal contact. In case the number of eligible candidates is still less than three the process of second advertisement and personal contact, the interviews shall be held in accordance with the provisions of the Ordinance.</p>
<p>Resubmission of application 9.</p> <p>If a candidate for placement/promotion under the Career Advancement Scheme is not found suitable for placement/promotion for which he/she has applied, he/she shall be eligible to apply afresh for such placement/promotion.</p>	<p>Deleted</p>

<p>Information to Candidates 10.</p> <p>The outstation candidates will be informed telegraphically as well as through registered post and the local candidates through registered posts, of the venue and date of interview at least two weeks ahead of the due date of interview.</p>	<p>7. Information to Candidates</p> <p>The outstation candidates shall be informed by suitable modes (essentially by registered post as well as e-mail, if the same is available in the application) about the venue and date of interview at least two weeks ahead of the due date of interview.</p>
<p>Reserved Posts 11.</p> <p>In the case of reserved posts, the same procedure may be followed. If no suitable candidate is found, the post may be de-reserved and the reservation may be carried forward to another vacancy according to the provisions of the Ordinance.</p>	<p>8. Reserved Posts</p> <p>In the case of reserved posts, the same procedure may be followed. If no suitable candidate is found, the post may be de-reserved and the reservation may be carried forward to another vacancy according to Government of India Rules and the provisions of the Ordinance</p>
	<p>9. Notwithstanding anything above, any notification in this regard issued by the University Grants Commission/ Ministry of Human Resource Development/ Government of India and adopted by the University shall be applicable.</p>
<ol style="list-style-type: none"> 1. Approved vide Ministry of Education, Govt. of India No.F 8-32/82-Desk(u) dated February 2, 1984. 2. Amendment to Sub-clause (5) of clause 5 and clause 6(a) OE-4 approved vide MHRD, Deptt. Of Education, Govt. of India letter No.F.8-30/99/Desk(U), dated June 2, 2000. 3. Further amended vide EC.105:99.8(vi), dated December 8, 1998. 	

Proposed amendment of OE-5 ON SERVICE CONDITIONS, SALARY SCALES, CLASSIFICATION AND QUALIFICATIONS OF TEACHERS

<p style="text-align: center;">Existing</p> <p style="text-align: center;">ON SERVICE CONDITIONS, SALARY SCALES, CLASSIFICATION AND QUALIFICATIONS OF TEACHERS</p> <p style="text-align: center;"><i>Under Section 26 (1) (n) of the NEHU Act, 1973 read with Statute 25</i></p>	<p style="text-align: center;">Proposed</p> <p style="text-align: center;">ON DESIGNATION, EMOLUMENTS, QUALIFICATIONS AND SERVICE CONDITIONS OF TEACHERS</p> <p style="text-align: center;"><i>Under Section 26 (1) (n) of the NEHU Act, 1973 read with Statute 25</i></p>
<p>Members of the Teaching Staff 1. The members of the Teaching Staff shall be designated as follows:</p> <ol style="list-style-type: none"> i. Professor ii. Reader iii. Lecturer 	<p>1. Members of the Teaching Staff The members of the Teaching Staff shall be designated as follows.</p> <ol style="list-style-type: none"> i. Professor ii. Associate Professor iii. Assistant Professor
<p>Scale of Pay 2.</p> <p>The Scales of pay of the teaching staff shall be as prescribed by the UGC/MHRD, Government of India from time to time and as accepted by the University. In addition to the pay in the scales such other allowances, facilities and perks as may be sanctioned by the UGC/MHRD, Government of India/University from time to time will be admissible to the teachers.</p>	<p>2. Scale of Pay</p> <p>The Scales of pay of the teaching staff shall be as prescribed by the University Grants Commission/ Ministry of Human Resource Development, Government of India, from time to time and accepted by the University. In addition to the pay in the scales such other allowances, facilities and perks as may be sanctioned by the UGC/ MHRD, Government of India/ University from time to time will be admissible to the teachers.</p>
<p>Qualification 3.</p> <p>The qualifications for the post of Professors, Readers or Lecturers shall be such as may be prescribed in the Regulations of the University in consultation with the University Grants Commission.</p>	<p>3. Qualifications</p> <p>The minimum qualification for the post of Professor, Associate Professor and Assistant Professor shall be such as prescribed by the University Grants Commission/ Ministry of Human Resource Development from time to time and laid down in relevant Regulation of the University. Additional qualification, if any, required for the post to be filled up shall be prescribed by the Vice-Chancellor in consultation with the Dean of concerned School and Head of the Department/ Centre and approved by the Academic Council.</p>
<p>Teacher to be whole time employees 4.</p> <ol style="list-style-type: none"> i. For the purpose of this Ordinance "teacher" means whole-time salaried teacher of the University and does not include honorary, visiting or parttime teachers. ii. A teacher shall be a whole-time salaried employee of the University and shall devote his whole time to the University. iii. No whole-time salaried teacher of the University shall, without the permission of the Executive Council, engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. Provided that nothing in this Ordinance shall apply to work undertaken in connection with the examination of Universities or learned bodies or Public Service Commission or to any literary work or publication or radio talk or extension lectures or with the permission of the 	<p>4. Teacher to be whole time employee</p> <ol style="list-style-type: none"> i. For the purpose of this Ordinance "teacher" means whole-time salaried teacher of the University and does not include honorary, visiting or part-time teachers. ii. A teacher shall be a whole-time salaried employee of the University and shall devote his whole time to the University. iii. No whole-time salaried teacher of the University shall, without the permission of the Executive Council, engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. Provided that nothing in this Ordinance shall apply to work undertaken in connection with the examination of Universities or learned bodies or Public Service Commission or to any literary work or publication or radio talk or extension lectures or with the permission of the

Vice-Chancellor, to any other academic work.	Vice-Chancellor, to any other academic work.
<p>Nature of Duties 5.</p> <p>i. Every teacher shall undertake to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the Act, Statutes and Ordinances framed thereunder, organization of instruction, or teaching or research or the examination of students or their discipline or their welfare and generally to act under the direction of the authorities of the University.</p> <p>ii. A teacher who is assigned work relating to teaching or research in any Department, other than his, within the School or outside School, shall not be entitled to extra remuneration.</p>	<p>5. Nature of Duties</p> <p>i. Every teacher shall undertake to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the Act, Statutes and Ordinances framed thereunder, organization of instruction, or teaching or research or the examination of students or their discipline or their welfare and generally to act under the direction of the authorities of the University.</p> <p>ii. A teacher who is assigned work relating to teaching or research in any Department/ Centre of the University, other than his/ <i>her</i>, shall not be entitled to extra remuneration.</p>
<p>Probation 6.</p> <p>Professors and Readers shall be appointed on probation ordinarily for a period of twelve months and Lecturers for a period of twenty four months but in no case shall the total period of probation exceed twenty four months. Provided that the Executive Council may, for reasons to be recorded waive the condition of probation. The Executive Council shall have the right to assess the suitability of a teacher for confirmation even before the expiry of the period of 24 months from the date of his/her appointment but not earlier than nine months from that date.</p>	<p>6. Probation</p> <p>i. Professors, Associate Professors and Assistant Professors shall be appointed on probation ordinarily for a period of twelve months but in no case shall the total period of probation exceed twenty four months.</p> <p>ii. The confirmation at the end of one year shall be automatic, unless Probation is extended for another year by a specific order, before expiry of first year. University must issue an order of confirmation within forty five days of completion of probationary period after due process of verification of satisfactory performance.</p> <p>iii. Probation Rules are applicable only at the initial stage of recruitment, Issued from time to time, by Central Government.</p> <p>iv. All other Central Government rules on probation shall be applicable mutatis mutandis.</p> <p>v. Provided that the Executive Council may, for reasons to be recorded waive the condition of probation. The Executive Council shall have the right to assess the suitability of a teacher for confirmation even before the expiry of the period of 12 months from the date of his/ her appointment but not earlier than nine months from that date.</p>
<p>Confirmation 7.</p> <p>i It shall be the duty of the Registrar or any Officer-in-charge of the case, to place before the Executive Council the case of confirmation of a teacher on probation to assess the suitability in the 10th month and the 19th month.</p> <p>ii. The Executive Council may then either confirm the teacher or decide not to confirm him/her. Where the Executive Council decides not to confirm the teacher, he/she shall be informed in writing to that effect, not later than thirty days before the expiry of the probation. Provided that the decision not to confirm a teacher shall require a two-thirds majority of the members of the Executive Council present and voting.</p>	<p>7. Confirmation</p> <p>i It shall be the duty of the Registrar or any Officer-in-charge of the case, to place before the Executive Council the case of confirmation of a teacher on probation to assess the suitability in the 10th month.</p> <p>ii. The Executive Council may then either confirm the teacher or decide not to confirm him/ her or extend the period of probation so as not to exceed 24 months in all. Where the Executive Council decides not to confirm the teacher, he/ she shall be informed in writing to that effect, not later than thirty days before the expiry of the probation. Provided that the decision not to confirm a teacher shall require a two-thirds majority of the members of the Executive Council present and voting.</p>

<p>iii. A teacher appointed by the Executive Council under Statute 21 shall be deemed to be confirmed with effect from the date he/she joins duty.</p>	<p>iii. A teacher appointed by the Executive Council under Statute 21 shall be deemed to be confirmed with effect from the date he/she joins duty.</p>
<p>Increment 8.</p> <p>Every teacher shall draw increment in his/her scale of pay, unless it is withheld or postponed by a resolution of the Executive Council on a reference by the Vice-Chancellor, and after the teacher has been given sufficient opportunity to make his written representation. Provided that two advance increments shall be admissible to those who enter the University system with an M.Phil/M.Litt while four advanced increments to those with Ph.D/D Litt./D.Sc./D.Phil. Degree Provided further that one increment shall be admissible to a teacher who acquires an M.Phil/M.Litt Degree, while two increments shall be admissible to a teacher who acquires a Ph.D/D.Litt./D.Sc in his/her service career. But the number of increments shall not exceed two if a teacher acquires both the degrees in his/her service career.</p>	<p>8. Increment</p> <p>A. Annual Increment</p> <p>i. Every teacher shall draw increment in his/ her pay band, unless it is withheld or postponed by a resolution of the Executive Council on a reference by the Vice-Chancellor, and after the teacher has been given sufficient opportunity to make his written representation.</p> <p>ii. Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the Academic Grade Pay (AGP) as applicable for the respective stage in the Pay Band.</p> <p>iii. Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.</p> <p>iv. In view of the considerable rise in effective pay between the two Pay Bands (3 & 4), there shall be no additional increment on movement from the Pay Band 3 to the Pay Band 4.</p> <p>B. Increments as incentives for M.Phil/Ph.D., etc.</p> <p>i. M.Phil. Degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to 2 non-compounded advance increments.</p> <p>ii. Those possessing Post-graduate degree in the professional course such as LL.M./ M.Tech./ M.Arch./ M.E./ M.V.Sc./ M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to 2 non-compounded advance increments at the entry level of recruitment as Assistant Professor. Further, all issues relating to grant of advance increments to teachers engaged in engineering/ technical courses in the university system shall be subject to recommendations of the Committee separately constituted by the Central Government for pay review of teachers in technical education.</p> <p>iii. Five non-compounded advance increments shall be admissible at the entry level to persons possessing the degree of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC. Provided that one increment shall be admissible to a teacher who acquires an M.Phil./ M.Litt. degree, while three non-compounded increments shall be admissible to a teacher who acquires a Ph.D./ D.Litt./ D.Sc. in his/ her service career. Provided further the number of increments shall not exceed two if a teacher acquires both the degrees in his/ her service career.</p> <p>iv. Teachers in service who have already been awarded Ph.D. degree by the time of coming into force of this Ordinance or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and</p>

	<p><i>only Notification in regard to the award of Ph.D. degree is awaited, shall also be entitled to the award of 3 non-compounded increments even if the University awarding such Ph.D. degree has not yet been notified by the UGC as having complied with the process prescribed by the UGC. Provided that In respect of every other case, a teacher who is already enrolled for Ph.D. degree shall avail the benefit of 3 non-compounded increments only if the University awarding the Ph.D. degree has been notified by the UGC to have complied with the process prescribed by the UGC for the award of Ph.D. degree in respect of either coursework or evaluation or both, as the case may be.</i></p> <p>v. Notwithstanding anything above, all other terms and conditions laid down by UGC shall apply.</p>
<p>Age of retirement 9.</p> <p>Subject to the provision of Statute 27, every teacher confirmed in the service of the University, shall retire from such service on the afternoon of the last date of the month in which he/she attains the age of 65 years or if the date attaining 65 years falls on the first day of the month, the teacher shall retire on the afternoon of the last day of the preceding month. Continuation in service thereafter may be considered only under rules of reemployment.</p>	<p>9. Age of retirement</p> <p>Subject to the provision of Statute 27, every teacher confirmed in the service of the University, shall retire from such service on the afternoon of the last date of the month in which he/ she attains the age of 65 years or if the date attaining 65 years falls on the first day of the month, the teacher shall retire on the afternoon of the last day of the preceding month. Continuation in service thereafter may be considered only under rules of reemployment.</p> <p><i>Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor and Professor only, may be re-employed on contract appointment beyond the age of superannuation up to the age of seventy years. Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the University Grants Commission and adopted by the University, from time to time.</i></p>
<p>Variation in terms & conditions of Service 10.</p> <p>Every teacher of the University shall be bound by the Act, Statutes Ordinances of and Regulations for the same being in force in the University.</p> <p>Provided that no change in the terms and conditions of service of a teacher shall be made <i>after his appointment, in regard to designation, scale of pay, increments, probation, confirmation, leave, leave salary, age of retirement, provident fund benefits and removal from service so as to adversely affect him.</i></p>	<p>10. Variation in terms & conditions of Service</p> <p>Every teacher of the University shall be bound by the Act, Statutes, Ordinances of and Regulations for the same being in force in the University.</p> <p>Provided that no change in the terms and conditions of service of a teacher shall be made after his appointment, in regard to designation, scale of pay, increments, probation, confirmation, leave, leave salary, age of retirement, provident fund benefits and removal from service so as to adversely affect him/ <i>her.</i></p>
<p>Resignation 11.</p> <p>A teacher may, at anytime, terminate his engagements by giving the Executive Council three months' notice in writing. Provided further that if the notice period ends in the middle of the academic semester, and if the leaving of the teacher may be released only at the end of the semester in the case of the University teachers and at the end of the academic session in the</p>	<p>11. Resignation</p> <p>A teacher may, at anytime, terminate his/ <i>her</i> engagements by giving the Executive Council three months' notice in writing. Provided that if the notice period ends in the middle of the academic semester, and if the <i>release</i> of the teacher is likely to adversely affect the academic programme, the teacher may be released only at the end of the semester in the case of the</p>

<p>case of teachers of the constituent colleges.</p>	<p>University teachers and at the end of the academic session in the case of teachers of the constituent colleges.</p> <p><i>Provided a teacher to whom 'leave not due' is granted shall not be permitted to tender his/ her resignation from service so long as the debit balance in his/ her leave account is not wiped off by active service, or he/ she refunds the amount paid to him/ her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.</i></p>
<p>Contract 12.</p> <p>i. The written contract between a teacher and the University required to be entertained into under clause (2) of the Statute 25, shall be in the form annexed to this Ordinance or as nearly or substantially to take effect. Provided that if a contract is not executed by a teacher for any reason whatsoever, he shall be governed by the general principles like equity, fair play, the overall academic interests of the students, harmonious functioning of the institution and healthy development of the University.</p> <p>ii Special contract: Notwithstanding anything contained in this Ordinance, the Executive Council may, in special cases, appoint teachers on contract on such terms and conditions as it may deem fit. Such teachers shall execute a contract in the form as annexed. Provided that no appointment shall be made under this clause for a period exceeding five years at a time.</p>	<p>12. Contract</p> <p>i. The written contract between a teacher and the University required to be entertained into under clause (2) of the Statute 25, shall be in the form annexed to this Ordinance or as nearly or substantially to take effect. Provided that if a contract is not executed by a teacher for any reason whatsoever, he shall be governed by the general principles like equity, fair play, the overall academic interests of the students, harmonious functioning of the institution and healthy development of the University.</p> <p>ii Special contract: Notwithstanding anything contained in this Ordinance, the Executive Council may, in special cases, appoint teachers on contract on such terms and conditions as it may deem fit. Such teachers shall execute a contract in the form as annexed. Provided that no appointment shall be made under this clause for a period exceeding five years at a time.</p>
<p>Provident Fund 13.</p> <p>A teacher of the University shall subscribe to the Provident Fund scheme and shall be entitled to such gratuity/retirement benefits and leave encashment prescribed by the Government of India from time to time. Provided that a teacher who entered the University with a Ph.D Degree, shall be entitled to the benefit in service up to a maximum period of 3 years for the purposes of retirement benefits such as Pension / C.P.F., gratuity and leave encashment/subject to the fulfillment of the condition that the teacher attains the age of superannuation in this University except in case of death before superannuation.</p>	<p>13. Retirement benefits</p> <p>A teacher of the University shall subscribe to the Provident Fund scheme(s) <i>in force</i> and shall be entitled to such gratuity/ retirement benefits and leave encashment prescribed by the Government of India from time to time.</p>
	<p>14. Conduct of teachers</p> <p>(i) <i>A teacher must</i></p> <p>(a). <i>Adhere to a responsible pattern of conduct and demeanour expected of him/ her by the community;</i></p> <p>(b) <i>Manage private affairs in a manner consistent with the dignity of the profession;</i></p> <p>(c) <i>Seek to make professional growth continuous through study and research;</i></p> <p>(d) <i>Express free and frank opinion by participation at professional meetings,</i></p>

- seminars, conferences, etc., towards the contribution of knowledge;
- (e) Maintain active membership of professional organizations and strive to improve education and profession through them;
 - (f) Perform duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
 - (g) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
 - (h) Participate in extension, co-curricular and extra-curricular activities including community service.

- (ii) Teachers should respect the right and dignity of the student in expressing his/ her opinion; deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics; recognize the difference in aptitude and capabilities among students and strive to meet their individual needs; encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare; inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace; not behave in a vindictive manner towards any of the students for any reason; pay attention to only the attainment of the student in the assessment of merit;
- (iii) Teachers should treat other members of the profession in the same manner as they themselves wish to be treated; speak respectfully of other teachers and render assistance for professional betterment; refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- (iv) Teachers should discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/ or professional organizations for change of any such rule detrimental to the professional interest; refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities; co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand; co-operate through the University in the formulation of

	<p><i>policies of the other institutions; co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with dignity of the profession; adhere to the conditions of contract; give and expect due notice before a change of position is made; and refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation.</i></p> <p><i>(v) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the university; and help in the function of joint staff-councils covering both teachers and the non-teaching staff.</i></p> <p><i>(vi) Teachers should try to see through teachers' bodies and organizations, that the University maintains contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the University.</i></p> <p><i>(vii) Teachers should recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided; work to improve education in the community and strengthen the community's moral and intellectual life; be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the Nation as a whole; perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices; refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.</i></p>
	<p><i>15. Notwithstanding anything contained in clauses 1 to 14 above, any notification in this regard issued by the University Grants Commission/ Ministry of Human Resource Development/ Government of India and adopted by the University shall be applicable.</i></p>

Proposed Amendment to OE-6 ON GOVERNING LEAVE TO TEACHERS OF THE UNIVERSITY
Under Section 26 (1) (n) of the NEHU Act, 1973 Read with Statute 25

Existing	Proposed
OE-6 ON GOVERNING LEAVE TO TEACHERS OF THE UNIVERSITY <i>Under Section 26 (1) (n) of the NEHU Act, 1973</i> <i>Read with Statute 25</i>	OE-6 ON GOVERNING LEAVE TO TEACHERS OF THE UNIVERSITY <i>Under Section 26 (1) (n) of the NEHU Act, 1973 Read with Statute 25</i>
A. PERMANENT TEACHERS	A. PERMANENT TEACHERS
Kind of Leave 1.	1. Kind of Leave
<p>i. The following kinds of leave shall be admissible to permanent teachers:</p> <p>a. Leave treated as duty</p> <p style="padding-left: 20px;">(i) Casual Leave, and</p> <p style="padding-left: 20px;">(ii) Special Casual Leave</p> <p style="padding-left: 20px;">(iii) Duty Leave</p> <p>b. Leave earned by duty</p> <p style="padding-left: 20px;">(i) Earned Leave</p> <p style="padding-left: 20px;">(ii) Half-pay Leave, and</p> <p style="padding-left: 20px;">(iii) Commuted Leave</p> <p>c. Leave not earned by duty</p> <p style="padding-left: 20px;">(i) Extra-ordinary Leave, and</p> <p style="padding-left: 20px;">(ii) Leave not due</p> <p>d. Leave not debited to leave account</p> <p style="padding-left: 20px;">(i) Leave for academic pursuits –</p> <p style="padding-left: 40px;">(a) Study Leave, and</p> <p style="padding-left: 40px;">(b) Sabbatical Leave</p> <p style="padding-left: 20px;">(ii) Leave on grounds of health</p> <p style="padding-left: 40px;">Maternity leave</p>	<p>i. The following kinds of leave shall be admissible to permanent teachers.</p> <p>a. Leave treated as duty</p> <p style="padding-left: 20px;">(i) Casual Leave,</p> <p style="padding-left: 20px;">(ii) Special Casual Leave</p> <p style="padding-left: 20px;">(iii) Duty Leave</p> <p>b. Leave earned by duty</p> <p style="padding-left: 20px;">(i) Earned Leave</p> <p style="padding-left: 20px;">(ii) Half-pay Leave,</p> <p style="padding-left: 20px;">(iii) Commuted Leave</p> <p>c. Leave not earned by duty</p> <p style="padding-left: 20px;">(i) Extra-ordinary Leave,</p> <p style="padding-left: 20px;">(ii) Leave not due</p> <p>d. Leave not debited to leave account</p> <p style="padding-left: 20px;">(i) Leave for academic pursuits –</p> <p style="padding-left: 40px;">(a) Study Leave,</p> <p style="padding-left: 40px;">(b) Sabbatical Leave</p> <p style="padding-left: 20px;">(ii). Parenting Leave</p> <p style="padding-left: 40px;">(a) Maternity Leave,</p> <p style="padding-left: 40px;">(b) Paternity Leave,</p> <p style="padding-left: 40px;">(c) Child Care Leave,</p> <p style="padding-left: 40px;">(d) Adoption Leave</p>
<p>ii. The Executive Council may, in exceptional cases grant for the reasons to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.</p>	<p>ii. The Executive Council may, in exceptional cases grant for the reasons to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.</p>
Casual Leave 2.	2. Casual Leave
<p>i. Total leave granted to a teacher shall not exceed eight days in an academic year.</p> <p>ii. Deleted</p> <p>iii. Casual leave cannot be combined with any other kind of leave, except special casual leave. It may be combined with holidays, including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.</p>	<p>i. Total leave granted to a teacher shall not exceed eight days in an academic year.</p> <p>ii. Casual leave cannot be combined with any other kind of leave, except special casual leave. It may be combined with holidays, including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.</p>
Special Casual Leave 3.	3. Special Casual Leave
<p>i. Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher:</p> <p>a. To conduct examination of a University, Public Service Commission/ Board of Examination or other similar bodies/institutions;</p> <p>b. To inspect academic institutions attached to a statutory board etc.,</p>	<p>i. Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher:</p> <p>a. To conduct examination of a University, Public Service Commission/ Board of Examination or other similar bodies/ institutions;</p> <p>b. To inspect academic institutions attached to a statutory board etc.,</p> <p>c. <i>to participate in a literary, scientific, or educational conference, symposium or seminar or cultural or athletic activities conducted by bodies recognised by the University.</i></p> <p>d. <i>to do such other work as may be approved</i></p>

<p>NOTE: (i) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.</p> <p>(ii) In addition, special casual leave to the extent mentioned below may also be granted'</p> <p>(a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and</p> <p>(b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.</p> <p>(iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.</p> <p>c. to do such other work as may be approved by the Vice- Chancellor as academic work.</p> <p>ii. Absence from duty and Headquarters during a semester:</p> <p>a. The entitlement to casual and special casual leave in each semester shall be limited to the extent of 50% of annual entitlement;</p> <p>b. The total absence from headquarters intermittently during a semester on casual leave including journey days or other duty (like attending conferences, seminars, symposia on behalf of the University shall not be more than fifteen days in all (exclusive of holidays in between, if any). Provided that the Vice-Chancellor may allow in exceptional cases a teacher to go on duty on specific request being made and supported by the Head of the Department that suitable arrangements have been made for teaching etc., during his absence.</p>	<p>by the Vice-Chancellor as academic work.</p> <p>NOTE: (i) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.</p> <p>(ii) In addition, special casual leave to the extent mentioned below may also be granted'</p> <p>(a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and</p> <p>(b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.</p> <p>(iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.</p> <p>ii. Absence from duty and Headquarters during a semester:</p> <p>a. The entitlement to casual and special casual leave in each semester shall be limited to the extent of 50% of annual entitlement;</p> <p>b. The total absence from headquarters intermittently during a semester on casual leave including journey days or other duty (like attending conferences, seminars, symposia on behalf of the University) shall not be more than fifteen days in all (exclusive of holidays in between, if any). Provided that the Vice-Chancellor may allow in exceptional cases a teacher to go on duty on specific request being made and supported by the Head of the Department that suitable arrangements have been made for teaching etc., during his absence.</p>
<p>Duty Leave 4.</p> <p>i. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.</p> <p>ii. Duty leave may be granted for</p> <p>a. Attending Conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University.</p> <p>b. Delivering lectures in institutions and University at the invitation of such institutions or Universities received by the University, and accepted by the Vice-Chancellor.</p> <p>c. Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the University.</p> <p>d. Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other academic body, and also for attending meetings in the UGC, DST etc. where a teacher is invited to share expertise with academic bodies, government or NGO.</p> <p>e. For performing any other duty for the University.</p> <p>iii. Duty Leave shall be sanctioned by the Vice-</p>	<p>4. Duty Leave</p> <p>i. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.</p> <p>ii. Duty leave may be granted for</p> <p>a. Attending Conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University.</p> <p>b. Delivering lectures in institutions and University at the invitation of such institutions or Universities received by the University, and accepted by the Vice-Chancellor.</p> <p>c. Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the University.</p> <p>d. Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other academic body, and also for attending meetings in the UGC, DST etc. where a teacher is invited to share expertise with academic bodies, government or NGO.</p> <p>e. For performing any other duty for the University.</p> <p>iii. Duty Leave shall be sanctioned by the Vice-Chancellor.</p>

<p>Chancellor.</p> <p>iv. The application for duty leave shall be recommended by the Head of the Department and forwarded by the Dean of the School to the Vice-Chancellor after taking into account, the academic needs of the Department/Centre. While recommending the application, the Head of the Department shall specify that alternative arrangements for the academic duties of the faculty member concerned shall be made, without asking for a substitute/extra academic position.</p> <p>v. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.</p>	<p>iv. The application for duty leave shall be recommended by the Head of the Department and forwarded by the Dean of the School to the Vice-Chancellor after taking into account, the academic needs of the Department/ Centre. While recommending the application the Head of the Department shall specify that alternative arrangements for the academic duties of the faculty member concerned shall be made, without asking for a substitute/extra academic position.</p> <p>v. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.</p>
<p>Earned Leave 5.</p> <p>i. Earned leave admissible to a teacher shall be –</p> <p>a. 1/30th of actual service including vacation plus 1/3rd of the period, if any, during which he is required to perform duty during vacation.</p> <p>b. Plus 1/3rd of the actual teaching days in excess of minimum stipulation of 180 days may be credited to the Earned Leave account of the teachers.</p> <p>Note: For purposes of computation of period of actual services, all periods of leave except casual and special casual leave shall be excluded</p> <p>ii. Earned leave at the credit of a teacher shall not accumulate beyond 300 days with effect from 01.07.1997. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days. Earned leave exceeding 120 days may, however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India.</p> <p>Note: a. When a teacher combines vacation with earned leave the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave</p> <p>b. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of leave spent in India shall not, in the aggregate exceed 120 days.</p>	<p>5. Earned Leave</p> <p>i. Earned leave admissible to a teacher shall be –</p> <p>a. 1/30th of actual service including vacation plus 1/3rd of the period, if any, during which he/ <i>she</i> is required to perform duty during vacation</p> <p>b. Plus 1/3rd of the actual teaching days in excess of minimum stipulation of 180 days may be credited to the Earned Leave account of the teachers.</p> <p>Note: For purposes of computation of period of actual services, all periods of leave except casual, special casual <i>and duty</i> leave shall be excluded</p> <p>ii. Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days. Earned leave exceeding 120 days may, however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India.</p> <p>Note: a. When a teacher combines vacation with earned leave the period of vacation shall be reckoned as leave in calculating the maximum <i>duration</i> of leave on average pay which may be included in the particular period of leave</p> <p>b. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of leave spent in India shall not, in the aggregate exceed 120 days.</p> <p>c. Encashment of earned leave shall be allowed to non-vacation academic staff as applicable to the employees of the Government of India.</p>
<p>Half-Pay Leave 6.</p> <p>Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, private affairs or for academic purposes.</p> <p>Note: A "completed year of service" means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extra-ordinary leave.</p>	<p>6. Half-Pay Leave</p> <p>Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, private affairs or for academic purposes.</p> <p>Note: A "completed year of service" means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extra-ordinary leave.</p>
<p>Commutated Leave 7.</p> <p>Commutated leave not exceeding half the amount</p>	<p>7. Commuted Leave</p> <p>Commutated leave not exceeding half the amount of</p>

<p>of half-pay leave due shall be granted on medical certificate to a permanent teacher subject to the following conditions:</p> <ol style="list-style-type: none"> i. Commuted leave during the entire service shall be limited to a maximum of 240 days. ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and iii. The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under this Ordinance unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry. 	<p>half-pay leave due shall be granted on medical certificate to a permanent teacher subject to the following conditions:</p> <ol style="list-style-type: none"> i. Commuted leave during the entire service shall be limited to a maximum of 240 days ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and iii. The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under this Ordinance unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.
<p>Extra-Ordinary Leave 8.</p> <ol style="list-style-type: none"> i. A permanent teacher may be granted extra ordinary leave:- <ol style="list-style-type: none"> a. when no other leave is admissible; or b. when other leave is admissible, the teacher applies in writing for the grant of extra-ordinary leave. <p>Provided, however, that save under the provision of sub-clauses (ii) to (iv) below, no extra-ordinary leave shall be granted to a teacher for holding an appointment or a fellowship outside the University.</p> ii. The Executive Council may grant, on the request from the institution concerned and on application of the teacher, extra-ordinary leave to hold an appointment of a fellowship under a Government, a University, Research Institute or other similar important institutions, if in the opinion of the Executive Council such leave does not prejudice the interest of the University. This leave can be allowed only to a teacher who has been confirmed in the post held by him and has served the University for a period of at least three years. Provided further that such leave shall not be granted until after the expiry of five years after return from a previous spell of extra-ordinary leave or three years after study or sabbatical leave. The application for such leave shall be sent through the Dean of the School concerned and the latter shall give his recommendations taking into account the strength of the teaching staff for the particular subject. Except in very special cases, at no time more than 20% of the strength of the teachers on rolls of a centre shall be allowed to be absent from the centre on extra-ordinary leave, study leave and/or sabbatical leave. For this purpose, the teachers shall be classified separately in two groups for consideration as follows : <ol style="list-style-type: none"> a. Professors and Associate Professors b. Assistant Professors. In case of his failure to return to duty at the end of the period of leave sanctioned to him, the services of a teacher shall be liable to be terminated from the date of commencement of the period of leave granted to him. He shall also refund to the University, pay and allowances, if any, received by him during the leave (including other kinds of leave taken in continuation) sanctioned to him for the purpose. 	<p>8. Extra-Ordinary Leave</p> <ol style="list-style-type: none"> i. A permanent teacher may be granted extra ordinary leave:- <ol style="list-style-type: none"> a. when no other leave is admissible; or b. when other leave is admissible, the teacher applies in writing for the grant of extra-ordinary leave. <p>Provided, however, that save under the provision of sub-clauses (ii) to (iv) below, no extra-ordinary leave shall be granted to a teacher for holding an appointment or a fellowship outside the University.</p> ii. The Executive Council may grant, on the request from the institution concerned and on application of the teacher, extra-ordinary leave to hold an appointment or a fellowship under a Government, a University, Research Institute or other similar important institutions, if in the opinion of the Executive Council such leave does not prejudice the interest of the University. This leave can be allowed only to a teacher who has been confirmed in the post held by him and has served the University for a period of at least three years. Provided further that such leave shall not be granted until after the expiry of five years after return from a previous spell of extra-ordinary leave or three years after study or sabbatical leave. The application for such leave shall be sent through the Dean of the School concerned and the latter shall give his recommendations taking into account the strength of the teaching staff for the particular subject. Except in very special cases, at no time more than 20% of the strength of the teachers on rolls of a centre shall be allowed to be absent from the centre on extra-ordinary leave, study leave and/or sabbatical leave. For this purpose, the teachers shall be classified separately in two groups for consideration as follows : <ol style="list-style-type: none"> a. Professors and Associate Professors b. Assistant Professors. <p>In case of her/ his failure to return to duty at the end of the period of leave sanctioned to her/ him, the services of a teacher shall be liable to be terminated from the date of commencement of the period of leave granted to her/ him. She/ he shall also refund to the University, pay and allowances, if any, received by her/ him during the leave (including other kinds of leave taken in continuation) sanctioned to her/ him for the</p>

<p>iii. a. The Executive Council may also grant, at its discretion, extra-ordinary leave to a permanent teacher who has been selected for a teaching or research assignment in a University, a Research Institute or other similar important Institution provide he has served the University for a period of at least three years and the application had been sent through and forwarded by the University;</p> <p>b. The leave in such cases shall not exceed a maximum period of two years;</p> <p>c. Notwithstanding any other leave which may be due to a teacher of the entire period for which the teacher holds the appointment outside the University shall be without pay; and</p> <p>d. The period so spent shall not be counted for increment but shall count for seniority. The period shall not also count for pensionary/ contributory provident fund benefits unless the pension/ contributory provident fund contributions are paid by the teacher or the foreign employer. Provided that no such leave shall be granted until after the expiry of five years after return from a previous spell of extra-ordinary leave or three years after study or sabbatical leave. If the teacher does not resume his duties in the University at the end of the period of extraordinary leave granted to him, he shall be treated as having resigned the post held by him in the University.</p> <p>iv. Subject to the provisions of sub-clause (vii) below, the total amount of extra-ordinary leave granted to a teacher under sub-clause (ii) and (iii) above shall not exceed five years during his entire service.</p> <p>v. Extra-ordinary leave shall always be without pay. Payment of allowances during the period of extra-ordinary leave shall be governed by the relevant rules.</p> <p>vi. Extra-ordinary leave shall not count for increment except in the following cases:</p> <p>a. Leave taken on medical certificate</p> <p>b. Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit.</p> <p>c. Leave taken for prosecution of studies</p> <p>d. Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.</p> <p>vii. Extra-ordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty or leave (including periods of vacation) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of continuous absence from duty shall in no case exceed five years in all.</p> <p>viii. The authority empowered to grant leave may commute retrospectively period of absence</p>	<p>purpose</p> <p>iii. a. The Executive Council may also grant, at its discretion, extra-ordinary leave to a permanent teacher who has been selected for a teaching or research assignment in a University a Research Institute or other similar important Institution provide <i>she/</i> he has served the University for a period of at least three years and the application had been sent through and forwarded by the University;</p> <p>b. The leave in such cases shall not exceed a maximum period of two years;</p> <p>c. Notwithstanding any other leave which may be due to a teacher <i>for</i> the entire period for which the teacher holds the appointment outside the University shall be without pay; and</p> <p>d. The period so spent shall not be counted for increment but shall count for seniority. The period shall not also count for pensionary/ contributory provident fund benefits unless the pension/ contributory provident fund contributions are paid by the teacher or the foreign employer. Provided that no such leave shall be granted until after the expiry of five years after return from a previous spell of extra-ordinary leave or three years after study or sabbatical leave. If the teacher does not resume <i>her/</i> his duties in the University at the end of the period of extraordinary leave granted to <i>her/</i> him, <i>she/</i> he shall be treated as having resigned the post held by <i>her/</i> him in the University.</p> <p>iv. Subject to the provisions of sub-clause (vii) below, the total amount of extra-ordinary leave granted to a teacher under sub-clause (ii) and (iii) above shall not exceed five years during <i>her/</i> his entire service.</p> <p>v. Extra-ordinary leave shall always be without pay. Payment of allowances during the period of extra-ordinary leave shall be governed by the relevant rules.</p> <p>vi. Extra-ordinary leave shall not count for increment except in the following cases:</p> <p>a. Leave taken on medical certificate</p> <p>b. Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to <i>her/</i> his credit.</p> <p>c. Leave taken for prosecution of studies</p> <p>d. Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.</p> <p>vii. Extra-ordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty or leave (including periods of vacation) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of continuous absence from duty shall in no case exceed five years in <i>the entire service of a teacher.</i></p> <p>viii. The authority empowered to grant leave may commute retrospectively period of absence without leave into extra-ordinary leave.</p>
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<p>without leave into extra-ordinary leave.</p> <p>Leave-not-due 9.</p> <p>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 service out of which not more than 90 days at a time and 180 days in all may be otherwise on medical certificate. Such leave may be debited against the half-pay leave earned by him subsequently. Provided that the teachers who are appointed on probation against substantively permanent posts be treated as 'Probationers' for the purpose of granting leave not due.</p> <p>ii. Leave not due shall not be granted unless the Vice-Chancellor is satisfied that as far as it can reasonable be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.</p> <p>iii. A teacher to whom leave-not-due is granted shall not be permitted to tender 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 or allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health incapacitating the teacher for further service, refund of leave salary for the period of leave to be earned may be waived by the Executive Council. Provided that 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 still to be earned.</p>	<p>9. Leave-not-due</p> <p>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 service out of which not more than 90 days at a time and 180 days in all may be otherwise on medical certificate. Such leave may be debited against the half-pay leave earned by him subsequently. Provided that the teachers who are appointed on probation against substantively permanent posts be treated as 'Probationers' for the purpose of granting leave not due.</p> <p>ii. Leave not due shall not be granted unless the Vice-Chancellor is satisfied that as far as it can reasonable be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.</p> <p>iii. A teacher to whom leave-not-due is granted shall not be permitted to tender 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 or allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health incapacitating the teacher for further service, refund of leave salary for the period of leave to be earned may be waived by the Executive Council. Provided that 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 still to be earned.</p>
<p>Study Leave 10.</p> <p>i. Study leave may be granted after a minimum of 3 years of continuous service to pursue a special line of study or research directly related to her/his work in the University or research in interdisciplinary areas of study or to make a special study of the various aspects of University organization and methods of education. The paid period of study leave shall be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the research Guide. The number of teachers given study leave shall not exceed 20% of the total strength of the Department/Centres. For the purpose of calculation of the above percentage, teachers, both on study leave and sabbatical leave shall be taken into account. Provided that the Executive Council may, in the special circumstances of a case, waive the condition of three years service being continuous.</p> <p>Explanation: In computing the length of service, the time during which a person was on probation may be reckoned provided there is no break in her/his service in the University.</p> <p>ii. Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the Department/Centres and the School Board. The leave shall not be granted for more than three years in one spell, save in very</p>	<p>10. Study Leave</p> <p>i. Study leave may be granted after a minimum of 3 years of continuous service to pursue a special line of study or research directly related to her/his work in the University or research in interdisciplinary areas of study or to make a special study of the various aspects of University organization and methods of education. The paid period of study leave shall be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the research Guide. The number of teachers given study leave shall not exceed 20% of the total strength of the Department/Centres. For the purpose of calculation of the above percentage, teachers, both on study leave and sabbatical leave shall be taken into account. Provided that the Executive Council may, in the special circumstances of a case, waive the condition of three years service being continuous.</p> <p>Explanation: In computing the length of service, the time during which a person was on probation may be reckoned provided there is no break in her/his service in the University.</p> <p>ii. Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the Department/Centres and the School Board. The leave shall not be granted for more</p>

<p>exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.</p> <p>iii. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which she/he is expected to return to duty after the expiry of study leave.</p> <p>iv. Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service shall not exceed five years.</p> <p>v. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless prior approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.</p> <p>vi Subject to the provisions of sub Clauses (vii) &(viii) below, study leave may be granted on full pay up to two years, extendable by the one year, if there is adequate progress as reported by research guide.</p> <p>vii. The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude her/his being granted study leave with pay and allowances but the scholarship, etc so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship/ fellowship will be offset against pay only if the fellowship is above a specified amount, which is to be determined on case to case basis from time to time a committee consisting to the Head of the concerned Department and the Finance Officer based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.</p> <p>viii. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after rejoining the post.</p> <p>ix A teacher granted study leave shall, on her/his return and rejoining the service of the University, be eligible to the benefit of the annual increment(s) which she/he would have earned in the course of time if she/he had not proceeded on study leave. No teacher shall, however, be eligible to receive arrears of increments.</p> <p>x. Study leave shall count as service for pension/ contributory provident fund, provided the teacher joins the University on the expiry of her/his study</p>	<p>than three years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University</p> <p>iii Study leave shall not be granted to a teacher who is due to retire within five years of the date on which she/he is expected to return to duty after the expiry of study leave.</p> <p>iv. Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service shall not exceed five years</p> <p>v No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless prior approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained</p> <p>vi Subject to the provisions of sub Clauses (vii) &(viii) below, study leave may be granted on full pay up to two years, extendable by the one year, if there is adequate progress as reported by research guide</p> <p>vii. The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude her/his being granted study leave with pay and allowances but the scholarship, etc so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship/ fellowship will be offset against pay only if the fellowship is above a specified amount, which is to be determined on case to case basis from time to time by a committee consisting of the Head of the concerned Department and the Finance Officer based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.</p> <p>viii. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after rejoining the post.</p> <p>ix A teacher granted study leave shall, on her/his return and rejoining the service of the University, be eligible to the benefit of the annual increment(s) which she/he would have earned in the course of time if she/he had not proceeded on study leave. No teacher shall, however, be eligible to receive arrears of increments.</p> <p>x. Study leave shall count as service for pension/ contributory provident fund, provided the teacher</p>
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<p>leave.</p> <p>xi. Study leave granted to a teacher shall deem to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave</p> <p>xii. A teacher availing herself/himself of study leave shall undertake that she/he shall serve the University for a continuous period equal to the period of study leave actually availed, from the date of her/his resuming duty after expiry of the study leave.</p> <p>xiii. After the leave has been sanctioned, the teacher shall, before availing herself / himself of the leave, execute a bond in favour of the University, binding herself/ himself for the due fulfilment of the conditions laid down in this ordinance and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University.</p> <p>xiv The teacher shall submit to the concerned Dean of the School six monthly reports of progress in her /his studies through her/his Supervisor or the Head of the Institution. This report shall reach the Dean within one month of the expiry of every six months of the study leave. If the report does not reach the Dean within the specified time, the payment of leave salary may be deferred till the receipt of such report.</p> <p>xv. A teacher:</p> <p>(a) who is unable to complete her/his studies within the period of study leave granted to her/him or</p> <p>(b) who fails to rejoin the service of the University on the expiry of her /his study leave and leave for journey period, or</p> <p>(c) who rejoins the University but leaves the service without fulfilling the conditions laid down in this ordinance after the date of rejoining the service, or</p> <p>(d) who within the said period is dismissed or removed from the service by the University shall be liable to refund to the University the amount of leave salary, allowance and other expenses incurred on the teacher or paid to her /his behalf in connection with the course of study, or such amount as may be decided by the Executive Council from time to time.</p> <p>Explanation: If a teacher asks for extension of study leave and if on such extension not being granted, she/he does not rejoin the University on the expiry of the leave originally sanctioned, she/he will be deemed to have failed to rejoin the service on the expiry of her/his the leave for the purpose of recovery of the dues under this Ordinance.</p>	<p>joins the University on the expiry of her/his study leave.</p> <p>xi. Study leave granted to a teacher shall deem to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave</p> <p>xii. A teacher availing herself/himself of study leave shall undertake that she/he shall serve the University for a continuous period equal to the period of study leave actually availed, from the date of her/his resuming duty after expiry of the study leave.</p> <p>xiii. After the leave has been sanctioned, the teacher shall, before availing herself / himself of the leave, execute a bond in favour of the University, binding herself/ himself for the due fulfilment of the conditions laid down in this ordinance and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University.</p> <p>xiv The teacher shall submit to the concerned Dean of the School six monthly reports of progress in her /his studies through her/his Supervisor or the Head of the Institution. This report shall reach the Dean within one month of the expiry of every six months of the study leave. If the report does not reach the Dean within the specified time, the payment of leave salary may be deferred till the receipt of such report.</p> <p>xv. A teacher:</p> <p>(a) who is unable to complete her/his studies within the period of study leave granted to her/him or</p> <p>(b) who fails to rejoin the service of the University on the expiry of her /his study leave and leave for journey period, or</p> <p>(c) who rejoins the University but leaves the service without fulfilling the conditions laid down in this ordinance after the date of rejoining the service, or</p> <p>(d) who within the said period is dismissed or removed from the service by the University shall be liable to refund to the University the amount of leave salary, allowance and other expenses incurred on the teacher or paid to her /his behalf in connection with the course of study, or such amount as may be decided by the Executive Council from time to time.</p> <p>Explanation: If a teacher asks for extension of study leave and if on such extension not being granted, she/he does not rejoin the University on the expiry of the leave originally sanctioned, she/he will be deemed to have failed to rejoin the service on the expiry of her/his the leave for the purpose of recovery of the dues under this Ordinance.</p>
<p>Sabbatical Leave11.</p> <p>i. Permanent whole time teachers of the University who have completed three years of service may</p>	<p>11. Sabbatical Leave</p> <p>i. Permanent, whole-time teachers of the university who have completed seven years of service as</p>

be granted sabbatical leave to undertake study or research or other academic pursuits solely for the object of increasing their proficiency and usefulness to the University. This leave shall not be granted to a teacher who has less than three years of service in the University to retire.

- ii. The duration of leave shall not exceed six months or one year according as the teacher has actually worked in the University for not less than three or six years respectively since his return from the earlier spell of sabbatical leave. Provided further that sabbatical leave shall not be granted until the expiry of three years from the date of the teacher's return from previous study leave or any other kind of training programme, or extra-ordinary leave under clause 8(ii) and (iii)
- iii. The teacher shall execute a bond, with proper sureties as in the case of study leave, that after the expiry of sabbatical leave he will return to the service of the University and serve thereafter at least for three years, failing which he will refund to the University the leave salary and allowances and other expenses, if any, spent on him, or on his behalf plus such amount as may be decided by the Executive Council from time to time if the teacher is allowed to go abroad for sabbatical leave together with interest at the rate of 6% per annum to be calculated from the date of such payment. Provided that the Executive Council may, in any exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under this Ordinance.
- iv. A teacher shall, during the period of sabbatical leave be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on sabbatical leave. The University shall not, however, fill up the post or make other alternative arrangements involving additional expenditure.
- v. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than a regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- vi. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund provided the teacher rejoins the

Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university **and higher education system**. This leave shall not be granted to a teacher who has less than three years of service in the University to retire

- ii. The duration of leave shall not exceed **one year at a time and two years in the entire career of a teacher**.

Provided that sabbatical leave shall not be granted until the expiry of **five** years from the date of the teacher's return from the previous study/**sabbatical** leave, any other kind of training programme or extra-ordinary leave under clause 8(ii) and (iii).

Provided further that a teacher, who has availed of study leave, would not be entitled to the sabbatical leave.

- iii. The teacher shall execute a bond, with proper sureties as in the case of study leave, that after the expiry of sabbatical leave he/ **she** will return to the service of the University and serve thereafter at least for three years, **failing** which he will refund to the University the leave salary and allowances and other expenses, if any, spent on him/ **her**, or on his/ **her** behalf plus such amount as may be decided by the Executive Council from time to time, if the teacher is allowed to go abroad for sabbatical leave, together with interest at the rate of 6% per annum to be calculated from the date of such payment. Provided that the Executive Council may, in any exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under this Ordinance
- iv. A teacher shall, during the period of sabbatical leave be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/ **her** immediately prior to his/ **her** proceeding on sabbatical leave. The University shall not, however, fill up the post or make other alternative arrangements involving additional expenditure.
- v. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/ she may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than a regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- vi. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as

<p>University on the expiry of his leave.</p> <p>Note:</p> <p>a. The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.</p> <p>b. On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave. He shall also present a resume of his work in a School-level seminar specially organized for the purpose by the Head of the Department.</p>	<p>service for purposes of pension/ contributory provident fund/ or any other such scheme provided the teacher rejoins the University on the expiry of his/ her leave.</p> <p>Note:</p> <p>a. The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave</p> <p>b. On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave. He shall also present a resume of his work in a School-level seminar specially organised for the purpose by the Head of the Department.</p>
<p>Maternity Leave 12.</p> <p>i. A woman teacher with less than two surviving children may be granted Maternity leave for a period of 135 days from the date of confinement or the date of delivery whichever is earlier. Maternity leave may also be granted in case of miscarriage including abortion subject to the condition that the leave applied for does not exceed six weeks in all or does not extend beyond six weeks of the date of miscarriage and the application for leave is supported by a Medical Certificate.</p> <p>ii. a. Maternity Leave may be combined with leave of any other kind.</p> <p>b. Notwithstanding the provisions contained in clause 7, any leave (including commuted leave) for a period not exceeding 60 days, applied for in continuation of maternity leave, may be granted without production of Medical Certificate.</p> <p>c. Leave in further continuation of leave granted under sub-clause (ii) (b) above may be granted on production of a Medical Certificate for the illness of a female teacher. Such leave may also be granted in case of illness of a newly born baby, subject to production of medical Certificate to the effect that the condition the ailing baby warrant mother's personal attention and that her presence by the baby's side is absolutely necessary.</p>	<p>12. Maternity Leave</p> <p>i. Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.</p> <p>(ii) Maternity leave is applicable only to teachers with less than two surviving children.</p> <p>(iii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.</p> <p>Such leave may also be granted in case of illness of a newly born baby, subject to production of medical Certificate to the effect that the condition of the ailing baby warrant mother's personal attention and that her presence by the baby's side is absolutely necessary.</p>
<p>Paternity Leave 13.</p> <p>i. Paternity leave of 15 days may be granted to a male teacher during the confinement of his wife, provided the limit is up to two children.</p> <p>ii. Adoption leave may be provided as per the rules of the Central Government.</p>	<p>13. Paternity Leave</p> <p>i. Paternity leave of 15 days may be granted to a male teacher during the confinement of his wife. Provided, that such leave can be granted only up to two surviving children.</p> <p>ii. Adoption leave may be provided as per the rules of the Central Government.</p>
	<p>14. Child Care Leave</p> <p>Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire</p>

	<p><i>service period in lines with Central Government women employees. In the cases, where the child care leave is granted more than 45 days, the University may appoint a part time/guest substitute teacher with intimation to the UGC.</i></p> <p><i>Child Care Leave can be availed only if there is no Earned Leave at credit. Child Care Leave requires prior sanction. Intervening holidays will count as Child care Leave, as in the case of Earned Leave.</i></p>
<p>Vacation 14.</p> <p>i. Vacation may be taken in combination with any kind of leave except casual and special casual leave provided that vacation shall not be both prefixed and suffixed to leave.</p> <p>ii. Except in special circumstances, vacation and earned leave taken together shall not extend beyond six months</p> <p>iii. When vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.</p> <p>iv. For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher will, however, be entitled only to half of such pay if he has given notice of resignation and the period of such notice expires during the vacation or within one month from the last day thereof.</p>	<p>15. Vacation</p> <p>i. Vacation may be taken in combination with any kind of leave except casual and special casual leave provided that vacation shall not be both prefixed and suffixed to leave.</p> <p>ii. Except in special circumstances, vacation and earned leave taken together shall not extend beyond six months.</p> <p>iii. When vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.</p> <p>iv. For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher will, however, be entitled only to half of such pay if he/ she has given notice of resignation and the period of such notice expires during the vacation or within one month from the last day thereof.</p>
<p>B. TEACHERS APPOINTED ON PROBATION.</p>	
<p>15. 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 if he hold his post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Executive Council. On the other hand, a teacher appointed 'on probation' to a post, not substantively vacant, to assess his suitability to the post, shall, until he is substantively confirmed, be treated as a temporary teacher for the purpose of grant of leave. If a person in the permanent service of the University is appointed on probation' to a higher post he shall not, during probation, be deprived of the benefit of leave rules applicable to his permanent post.</p>	<p>15. B. TEACHERS APPOINTED ON PROBATION</p> <p>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/ her if he/ she hold his/ her post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him/ her should not extend beyond the date on which the probationary period expires or any earlier date on which his/ her services are terminated by the orders of the Executive Council. On the other hand, a teacher appointed 'on probation' to a post, not substantively vacant, to assess his/ her suitability to the post, shall, until he/ she is substantively confirmed, be treated as a temporary teacher for the purpose of grant of leave. If a person in the permanent service of the University is appointed on probation' to a higher post he/ she shall not, during probation, be deprived of the benefit of leave rules applicable to his/ her permanent post.</p>
<p>C. TEMPORARY TEACHERS. 16.</p> <p>Temporary teachers shall be governed by the provisions of part (A) of these Ordinances subject to the following conditions and exceptions :</p>	<p>16. C. TEMPORARY TEACHERS</p> <p>Temporary teachers shall be governed by the provisions of part (A) of these Ordinances subject to the following conditions and exceptions :</p>

Earned Leave

i. a. A temporary teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his service he shall be entitled to earned leave as follows:

(i) 1/60th of the period of actual service, plus

(ii) 1/3rd of the period, if any, during which he is required to perform duty during vacation.

b. A temporary teacher appointed without interruption of duty substantively to a permanent post will be credited with the earned leave which would have been admissible if his previous duty had been in permanent employ, diminished by any earned leave already taken. Leave is not interruption of duty for the purpose of this Ordinance.

Half-Pay Leave

ii. No half-pay leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.

Commutated Leave

iii. Temporary teachers shall not be entitled to commute any portion of the half-pay leave.

Extra-Ordinary Leave

iv. In the case of a temporary teacher the duration of extra-ordinary leave on any occasion shall not exceed the following limits :

a. Three months at a time;

b. Six months in case where the teacher has completed three years continuous service and the leave application is supported by a medical certificate;

c. Eighteen months where the teacher is undergoing treatment in a recognized hospital for tuberculosis, cancer or leprosy;

d. (i) Twenty-four months in cases where the leave is required for prosecuting studies, certified to be in the University's interest, provided that the teacher has completed three years' continuous service on the date of commencement of extraordinary leave. In cases, where this condition is not satisfied, extra-ordinary leave to this extent may be sanctioned in commutation of any other kind of leave due and applied for (including three months extra-ordinary leave under (a) above) if the teacher completes three years continuous service on the date of expiry of such leave.

(ii) When a temporary teacher fails to resume duty on the expiry of the maximum period of extra-ordinary leave granted to him or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extra-ordinary leave granted exceeds the limit upto which he could

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<p>have been granted such leave under (a) above, he shall, unless the Executive Council in view of the exceptional circumstances of the case otherwise determine, be deemed to have resigned his appointment and shall accordingly cease to be in the University employ.</p> <p>Leave Not-due, Study Leave & Sabbatical Leave</p> <p>v. Temporary teachers shall not be entitled for the grant of leave-not-due, study leave and Sabbatical leave</p> <p>Vacation</p> <p>vi. a. A teacher who is appointed as a temporary measure shall be entitled to pay for the following winter vacation only if he joined duty within two months of the beginning of the academic year and has worked continuously and satisfactorily from the date of joining upto the last working day of the session.</p> <p>b. In other cases, the vacation salary may be paid to the teacher, if the temporary appointment continues for a part of whole if the next academic year and the teacher joins on the opening day and has also served on the least working day before the vacation.</p>	<p>could have been granted such leave under (a) above, he/ she shall, unless the Executive Council in view of the exceptional circumstances of the case otherwise determine, be deemed to have resigned his/ her appointment and shall accordingly cease to be in the University employ.</p> <p>Leave Not-due, Study Leave & Sabbatical Leave</p> <p>v. Temporary teachers shall not be entitled for the grant of leave-not-due, study leave and Sabbatical leave.</p> <p>Vacation</p> <p>vi. a. A teacher who is appointed as a temporary measure shall be entitled to pay for the following winter vacation only if he/ she joined duty within two months of the beginning of the academic year and has worked continuously and satisfactorily from the date of joining upto the last working day of the session.</p> <p>b. In other cases, the vacation salary may be paid to the teacher, if the temporary appointment continues for a part of whole if the next academic year and the teacher joins on the opening day and has also served on the least working day before the vacation.</p>
<p>D. TEACHERS APPOINTED ON CONTRACT 17.</p> <p>Teachers appointed on contract shall be granted leave in accordance with the terms of the contract.</p>	<p>17. D. TEACHERS APPOINTED ON CONTRACT</p> <p>Teachers appointed on contract shall be granted leave in accordance with the terms of the contract.</p>
<p>E. HONORARY AND PART-TIME TEACHERS 18.</p> <p>Honorary and part-time teachers of the University shall be entitled to leave on the same terms as are applicable to whole-time temporary teachers of the University.</p>	<p>18. E. HONORARY AND PART-TIME TEACHERS</p> <p>Honorary and part-time teachers of the University shall be entitled to leave on the same terms as are applicable to whole-time temporary teachers of the University.</p>
<p>F. GENERAL</p> <p>Leave how Earned 19.</p> <p>i. Leave is earned by duty only. The period spent in foreign service counts as duty if contribution towards leave salary is paid for such period.</p> <p>ii. a. Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empower to granted it without assigning any reason, if that authority considers such action to be in the interest of the University.</p> <p>b. No leave shall be granted to a teacher when a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a teacher when he is under suspension.</p> <p>Maximum Period of Absence from Duty on leave</p> <p>iii. a. No teacher shall be granted leave of any kind for a continuous period exceeding three years.</p>	<p>19. F. GENERAL</p> <p>Leave how Earned</p> <p>i. Leave is earned by duty only. The period spent in foreign service counts as duty if contribution towards leave salary is paid for such period.</p> <p>ii. a. Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empower to granted it without assigning any reason, if that authority considers such action to be in the interest of the University.</p> <p>b. No leave shall be granted to a teacher when a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a teacher when he is under suspension.</p> <p>Maximum Period of Absence from Duty on leave</p> <p>iii. a. No teacher shall be granted leave of any kind for a continuous period exceeding three years.</p>

Provided that a teacher selected as member of the Parliament/State Assembly may be granted extra ordinary leave for five years.

b. Where a teacher does not resume duty after remaining on leave for continuous period of three years or where a teacher after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds three years, he shall, unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have vacated his position from the date of his unauthorized absence.

Application for Leave.

iv. Leave should always be applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

Commencement And termination Of leave

v. a. Leave ordinarily begins from the date on which leave as such actually availed of and ends on the day the teacher resumes his duty.

b. Sundays and other recognized holidays may be prefixed and / or suffixed to leave with the permission of the authority competent to sanction the leave. Vacation may be combined with leave subject to the clauses 5,8 and 14 of this Ordinance.

Rejoining of Duty before the Expiry of leave

vi. a. A teacher on leave may not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so b the authority which sanctioned him the leave.

b. Notwithstanding anything contained in a. above, a teacher on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty save with the consent of the Executive Council.

Leave on medical Grounds.

vii. A teacher who applies for leave on medical grounds shall support his application with a medical certificate from an Authorised Medical Officer of the University or where no such Medical Officer has been appointed, from a Registered Medical Practitioner. The authority competent to sanction leave may, however, require the applicant to appear before a Medical Board.

Leave or extension of leave on medical certificate shall not be granted beyond the date a teacher is Pronounced by a Medical Officer or Board to be permanently incapacitated for further service.

Rejoining duty on return from leave on medical ground.

viii. No teacher who has been granted leave (other than casual leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

Provided that a teacher selected as member of the Parliament/State Assembly may be granted extra ordinary leave for five years.

b. Where a teacher does not resume duty after remaining on leave for continuous period of three years or where a teacher after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds three years, he shall, unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have vacated his position from the date of his unauthorized absence.

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Rejoining duty on return from leave on medical ground.

viii. No teacher who has been granted leave (other than casual leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

Employment during leave

ix. A teacher on leave shall not, without the written permission of the University taken in advance engage directly or indirectly in any trade or business whatsoever or in any private tuition or their work to which any emolument or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar Bodies/Institutions of to any literary work or publication or radio or extension lectures or with the permission the Vice-Chancellor, to any other academic work.

The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Executive Council may prescribe.

Absence without leave or over stayal of leave

x. Subject to provisions of clause 19 ii above, a teacher who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence. Such period shall be debited against his leave account as leave without pay unless his leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct

Leave beyond the date of retirement

xi. No leave shall be granted beyond the date on which a teacher must compulsorily retire--

a. Provided that if, in sufficient time before the date of retirement on superannuation, a teacher has been, in the interest of the University, denied in whole or in part any leave which was due to him and applied for as preparatory to retirement, then he may be granted after the date of retirement the amount of earned leave due to him on the date of superannuation subject to a maximum of 120 days. This limit may be extended upto 180 days if the entire leave or any portion thereof is spent outside India. Provided that when earned leave under this Ordinance, the period of such leave spent in India shall not in the aggregate exceed 120 days. The leave so granted including the leave granted to him between the date from which the leave preparatory to retirement was to commence ant the date of retirement, shall not exceed the amount of leave preparatory to retirement, actually denied, the half-pay leave, if any, applied for as preparatory to retirement and denied in the exigencies of the University service may be exchanged with earned leave to the extent such leave was earned between the date from which the leave preparatory to retirement was to commence and the date of retirement.

Employment during leave

ix. A teacher on leave shall not, without the written permission of the University taken in advance, engage directly or indirectly in any trade or business whatsoever or in any private tuition or their work to which any emolument or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar Bodies/Institutions of to any literary work or publication or radio or extension lectures or with the permission the Vice-Chancellor, to any other academic work

The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Executive Council may prescribe

Absence without leave or over stayal of leave

x. Subject to provisions of clause 19 ii above, a teacher who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence. Such period shall be debited against his leave account as leave without pay unless his leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct.

Leave beyond the date of retirement

xi. No leave shall be granted beyond the date on which a teacher must compulsorily retire--

a. Provided that if, in sufficient time before the date of retirement on superannuation, a teacher has been, in the interest of the University, denied in whole or in part any leave which was due to him and applied for as preparatory to retirement, then he may be granted after the date of retirement the amount of earned leave due to him on the date of superannuation subject to a maximum of 120 days. This limit may be extended upto 180 days if the entire leave or any portion thereof is spent outside India. Provided that when earned leave under this Ordinance, the period of such leave spent in India shall not in the aggregate exceed 120 days. The leave so granted including the leave granted to him between the date from which the leave preparatory to retirement was to commence ant the date of retirement, shall not exceed the amount of leave preparatory to retirement, actually denied, the half-pay leave, if any applied for as preparatory to retirement and denied in the exigencies of the University service may be exchanged with earned leave to the extent such leave was earned between the date from which the leave preparatory to retirement was to commence and the date of retirement

b. Provided further that a teacher ;

b. Provided further that a teacher

(i) who after having been under suspension is reinstated within 120 or 180 days, as the case may be, preceding the date of his retirement on superannuation and was prevented by reason of having been under suspension from applying for leave preparatory to retirement, shall be allowed to avail of such leave as he was prevented from applying, "Subject to a maximum of 120 or 180 days as the case may be, reduced by the period between the date of reinstatement and the date of retirement.

(ii) who attained age of superannuation while under suspension and was thus prevented from applying for leave preparatory to retirement shall be allowed to avail of the leave to his credit, subject to a maximum of 120 or 180 days, as the case may be after termination of proceedings as if it had been refused aforesaid, if in the opinion of the authority competent to order reinstatement, he has been fully exonerated and the suspension was wholly unjustified.

c. Provided further that a teacher whose service has been extended in the interest of the University beyond the date of his superannuation may be granted leave as under:

(i) During the period of extension any leave due in respect of the period of such extension and to the extent necessary, earned leave which would have been granted to him under sub-clause (a) above, had he retired on the date of superannuation,

Explanations: In determining the quantum of earned leave that could accumulate during the period of extension, the leave, if any, admissible under sub-clause (a) above, shall also be taken into account.

(ii) After the expiry of the period of the extension:

(a) After earned leave which could have been granted to him under sub-clause 9(a) above, had he retired on the date of superannuation diminished by the amount of such leave as was availed of during the period of extension; and

(b) earned leave earned during the period of extension and applied for as leave preparatory to retirement in sufficient time before the date to final cessation of his duties and refused in the interest of the University.

Note: A teacher who avails himself of the refused leave in full or in part immediately after the date of his superannuation or on the expiry of extension of service will be deemed for purposes other than pensionary/ contributory provident fund benefits and lien, to be in service till the expiry of the refused leave, he will retire and become eligible for all pensionary benefits as due to him on the date of superannuation (or on such other

(i) who, after having been under suspension, is reinstated within 120 or 180 days, as the case may be, preceding the date of his/ *her* retirement on superannuation and was prevented by reason of having been under suspension from applying for leave preparatory to retirement, shall be allowed to avail of such leave as he/ *she* was prevented from applying, subject to a maximum of 120 or 180 days as the case may be, reduced by the period between the date of reinstatement and the date of retirement.

(ii) who attained age of superannuation while under suspension and was thus prevented from applying for leave preparatory to retirement shall be allowed to avail of the leave to his/ *her* credit, subject to a maximum of 120 or 180 days, as the case may be after termination of proceedings as if it had been refused aforesaid, if in the opinion of the authority competent to order reinstatement, he/ *she* has been fully exonerated and the suspension was wholly unjustified.

c. Provided further that a teacher whose service has been extended in the interest of the University beyond the date of his/ *her* superannuation may be granted leave as under:

(i) During the period of extension any leave due in respect of the period of such extension and to the extent necessary, earned leave which would have been granted to him/ *her* under sub-clause (a) above, had he/ *she* retired on the date of superannuation,

Explanations: In determining the quantum of earned leave that could accumulate during the period of extension, the leave, if any, admissible under sub-clause (a) above, shall also be taken into account.

(ii) After the expiry of the period of the extension:

(a) After earned leave which could have been granted to him/ *her* under sub-clause 9(a) above, had he/ *she* retired on the date of superannuation diminished by the amount of such leave as was availed of during the period of extension; and

(b) earned leave earned during the period of extension and applied for as leave preparatory to retirement in sufficient time before the date to final cessation of his/ *her* duties and refused in the interest of the University.

Note: A teacher who avails refused leave in full or in part immediately after the date of his/ *her* superannuation or on the expiry of extension of service will be deemed for purposes other than pensionary/ contributory provident fund benefits and lien, to be in service till the expiry of the refused leave, he/ *she* will retire and become eligible for all pensionary benefits as due to him/ *her* on the date of superannuation (or on such other late date if any extension of service is

late date if any extension of service is granted) from the date of expiry of such leave only.

Leave to a teacher whose services are no longer needed (Terminal Leave)

xii. a. The earned leave to the extent due (but not exceeding 120 days) may be granted at the discretion of Vice-Chancellor as terminal benefit to a teacher not employed on a contract basis whose services are terminated by the University on account of retrenchment or abolition of post before his attaining the age of superannuation, even if it has not been applied for and refused in the University interest. In cases where the teacher is relieved before the expiry of the notice period, such notice or the unexpired portion thereof should run concurrently with the leave granted.

b. If a teacher resigns his post, he may not normally be granted either prior or subsequent to his resignation any leave. In cases, however, where the resignation is for reasons of health or for other reasons beyond his control, earned leave at his credit, but not exceeding 120 days, may be granted to him at the discretion the Vice-Chancellor. In other cases of resignation, half the amount of earned leave at his credit but not exceeding 60 days, may be allowed at the discretion of the Vice-Chancellor.

In cases in which a prescribed period of notice is required to be given, the leave will be so granted as to cover as far as possible the period of notice required to be given.

c. No terminal leave shall, however, be admissible in a case of dismissal or removal from the service.

Conversion of One kind of leave To another

xiii a. At a request of the teacher concerned, the University may convert retrospectively any kind of leave, including extra-ordinary leave, into a leave of different kind which was admissible to him at the time the leave was originally taken, but he cannot claim such conversion as a matter of right.

b. If one kind of leave is converted into another, the amount of, leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered, as the case may be.

Increment during Leave

xiv. If the increment of pay falls during any leave, other than casual leave, special casual leave, duty leave or sabbatical leave, the effect of increase of pay will be given from the date the teacher resumes duty without prejudice to the normal date of his increment, except in those cases where the leave does not count for increment.

Leave Year

xv. For the purpose of this Ordinance, unless otherwise specified, the term 'year' shall mean an

granted) from the date of expiry of such leave only.

Leave to a teacher whose services are no longer needed (Terminal Leave)

xii a. The earned leave to the extent due (but not exceeding 120 days) may be granted at the discretion of Vice-Chancellor as terminal benefit to a teacher not employed on a contract basis whose services are terminated by the University on account of retrenchment or abolition of post before his/ *her* attaining the age of superannuation, even if it has not been applied for and refused in the University interest. In cases where the teacher is relieved before the expiry of the notice period, such notice or the unexpired portion thereof should run concurrently with the leave granted.

b. If a teacher resigns his/ *her* post, he/ *she* may not normally be granted either prior or subsequent to his/ *her* resignation any leave. In cases, however, where the resignation is for reasons of health or for other reasons beyond his/ *her* control, earned leave at his/ *her* credit, but not exceeding 120 days, may be granted to him/ *her* at the discretion the Vice-Chancellor. In other cases of resignation, half the amount of earned leave at his/ *her* credit but not exceeding 60 days, may be allowed at the discretion of the Vice-Chancellor.

In cases in which a prescribed period of notice is required to be given, the leave will be so granted as to cover as far as possible the period of notice required to be given.

c. No terminal leave shall, however, be admissible in a case of dismissal or removal from the service.

Conversion of One kind of leave To another

xiii a. At a request of the teacher concerned, the University may convert retrospectively any kind of leave, including extra-ordinary leave, into a leave of different kind which was admissible to him/ *her* at the time the leave was originally taken, but he/ *she* cannot claim such conversion as a matter of right.

b. If one kind of leave is converted into another, the amount of, leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered, as the case may be.

Increment during Leave

xiv. If the increment of pay falls during any leave, other than casual leave, special casual leave, duty leave or sabbatical leave, the effect of increase of pay will be given from the date the teacher resumes duty without prejudice to the normal date of his/ *her* increment except in those cases where the leave does not count for increment.

Leave Year

xv. For the purpose of this Ordinance, unless otherwise specified, the term 'year' shall mean an academic year running from the commencement

<p>academic year running from the commencement of the academic session to the end of the academic session.</p>	<p>of the academic session to the end of the academic session.</p>
<p>Authorities empowered to sanction Leave 20.</p> <p>The authorities specified in column (2) of the table below are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave mentioned below shall be submitted to the Executive Council. Before sanctioning the leave, the sanctioning authority shall ensure that the leave asked for is admissible and is at the credit of the teacher concerned.</p> <p>(Table given as appendix)</p>	<p>20. Authorities empowered to sanction Leave</p> <p>The authorities specified in column (2) of the table below are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave mentioned below shall be submitted to the Executive Council. Before sanctioning the leave, the sanctioning authority shall ensure that the leave asked for is admissible and is at the credit of the teacher concerned.</p> <p>(Table given as appendix)</p>
<p>Leave Salary 21.</p> <p>A teacher granted casual leave or special casual leave is not treated as absent from duty and his pay is not intermitted. During duty leave and sabbatical leave, a teacher will draw pay under the provisions of clauses 4 and 11 of this Ordinance, respectively. During other kinds of leave, a teacher shall be paid leave salary as under;</p> <p>i. <u>Earned leave and Commuted leave :</u> Leave salary equal to the average monthly pay earned during the ten complete months immediately preceding the month in which the leave commences or the substantive pay to which the teacher is entitled immediately before the commencement of leave whichever is greater. Provided that the leave salary of a teacher who has been continuously officiating in another post for more than three years at the time he proceeds on leave shall be calculated as if he were the substantive holder of the post in for his officiating appointment in an equivalent or higher post.</p> <p>Note: The three years limit shall include :</p> <p>a. all period of leave during which a teacher would have officiated in the post but for his proceeding on such leave; and</p> <p>b. all periods of officiating service rendered in an equivalent or higher post but for appointment to which he would have officiated in that post.</p> <p>ii. <u>Half-pay leave and leave-not-due:</u> Leave salary equal to half of the amount specified against i. above.</p> <p>iii. <u>Extra-ordinary leave:</u> Not entitled to any leave salary.</p> <p>iv. <u>Study leave:</u> As admissible under clause 10 of this Ordinance and calculated as shown above.</p> <p>v. <u>Maternity Leave and Quarantine Leave:</u> Pay drawn at the time of proceeding on leave.</p>	<p>21. Leave Salary</p> <p>A teacher granted casual leave or special casual leave is not treated as absent from duty and his pay is not intermitted. During duty leave and sabbatical leave, a teacher will draw pay under the provisions of clauses 4 and 11 of this Ordinance, respectively. During other kinds of leave, a teacher shall be paid leave salary as under;</p> <p>i. <u>Earned leave and Commuted leave :</u> Leave salary equal to the average monthly pay earned during the ten complete months immediately preceding the month in which the leave commences or the substantive pay to which the teacher is entitled immediately before the commencement of leave whichever is greater. Provided that the leave salary of a teacher who has been continuously officiating in another post for more than three years at the time he/ <i>she</i> proceeds on leave shall be calculated as if he/ <i>she</i> were the substantive holder of the post in for his/ <i>her</i> officiating appointment in an equivalent or higher post.</p> <p>Note: The three years limit shall include :</p> <p>a. all period of leave during which a teacher would have officiated in the post but for his/ <i>her</i> proceeding on such leave; and</p> <p>b. all periods of officiating service rendered in an equivalent or higher post but for appointment to which he/ <i>she</i> would have officiated in that post.</p> <p>ii. <u>Half-pay leave and leave-not-due:</u> Leave salary equal to half of the amount specified against i. above.</p> <p>iii. <u>Extra-ordinary leave:</u> Not entitled to any leave salary.</p> <p>iv. <u>Study leave:</u> As admissible under clause 10 of this Ordinance and calculated as shown above.</p> <p>v. <u>Maternity Leave and Quarantine Leave:</u> Pay drawn at the time of proceeding on leave. Subject to the provisions of clauses 10 of this Ordinance, payment of dearness, house rent and</p>

Subject to the provisions of clauses 16 of this Ordinance, payment of dearness, house rent and city compensatory allowance during leave shall be governed by the provisions of the rules regarding the payment of those allowances.

city compensatory allowance during leave shall be governed by the provisions of the rules regarding the payment of those allowances.

Making of rules under this Ordinance 22.

The Vice-Chancellor may make rules under this Ordinance prescribing the procedure to be followed in

- i. making application for leave and for permission to return to duty before the expiry of leave;
- ii. granting leave and submission of medical certificates while proceeding or returning from leave;
- iii. the payment of leave salary;
- iv. the maintenance of records of service; and
- v. the maintenance of leave accounts.

22. Making of rules under this Ordinance

The Vice-Chancellor may make rules under this Ordinance prescribing the procedure to be followed in

- i. making application for leave and for permission to return to duty before the expiry of leave;
- ii. granting leave and submission of medical certificates while proceeding or returning from leave;
- iii. the payment of leave salary;
- iv. the maintenance of records of service; and
- v. the maintenance of leave accounts.

23. Notwithstanding anything contained in clauses 1 to 22 above, any notification in this regard issued by the University Grants Commission/ Ministry of Human Resource Development/ Government of India and adopted by the University shall be applicable.

Kind of leave	Sanctioning authority	Extent of power
(1)	(2)	(3)
(i) Casual Leave and Special Casual Leave (a) Dean of Schools (b) Heads of Centres/ Departments (c) Other teachers	Vice-Chancellor Vice-Chancellor Dean of Schools	Full Full
(ii) Earned Leave, Half-pay Leave, Commuted Leave and Maternity Leave (a) Extra-ordinary Leave (b) Leave-not due	Heads of Centre/ Department Vice-Chancellor Vice-Chancellor Vice-Chancellor	Full Full Upto 90 days Full

Proposed Amendment to OE-9 ON TERMS AND CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS

Existing	OE-9	Proposed	OE-9
ON THE TERMS AND CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS <i>Under Clause (2) of Statute 5A</i>		ON THE TERMS AND CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS <i>Under Clause (2) of Statute 5A</i>	
1.	This Ordinance may be called Ordinance on the terms and conditions of the Service of the Controller of Examinations, North Eastern Hill University.	1.	This Ordinance may be called Ordinance on the terms and conditions of the Service of the Controller of Examinations, North-Eastern Hill University.
2.	This Ordinance shall take effect from the date of creation of the post.	2.	This Ordinance shall take effect from the date of creation of the post.
3.	<p>i. The Controller of Examinations shall be paid a monthly salary and allowances as prescribed by the UGC/MHRD, Government of India/University and accepted by the University from time to time.</p> <p>ii. The Controller of Examinations shall be entitled to leave, leave salary, allowances, Provident Fund and other benefits as prescribed in this behalf by the University from time to time for employees of the University.</p> <p>iii. The University shall provide him with unfurnished residential accommodation for which he will pay rent at the usual rate.</p> <p>iv. Appointment to the post of Controller of Examinations shall be through advertisement and selection for a tenure of 5 years which can be renewed on similar terms. The minimum qualifications should be read as follows :-</p> <p>a. A Master's degree with at least 55% marks or its equivalent grade B in the UGC seven point scale.</p> <p>b. At least 15 years experience as Lecturer in a University or Post Graduate College of which eight years shall be in the Reader's grade along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishments and other Institutions of higher Education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <p>Note : The minimum requirement of 55% marks at (a) above shall be 50% for SC/ST candidates or candidates already in the University system.</p>	3.	<p>i. The Controller of Examinations shall be paid a monthly salary and allowances as prescribed by the UGC/ MHRD, Government of India/ University and accepted by the University from time to time.</p> <p>ii. The age of superannuation of the Controller of Examinations shall be 62 years.</p> <p>iii. The Controller of Examinations shall be entitled to leave, leave salary, allowances, Provident Fund and other benefits as prescribed in this behalf by the University from time to time for employees of the University.</p> <p>iv. The University shall provide him with unfurnished residential accommodation for which he shall pay rent at the usual rate.</p> <p>v. Appointment to the post of Controller of Examinations shall be through advertisement and selection for a tenure of 5 years which can be renewed on similar terms. The minimum qualifications should be read as follows :-</p> <p>a. A Master's degree with at least 55% marks or its equivalent grade B in the UGC seven point scale.</p> <p>b. At least 15 years experience as Lecturer Assistant Professor or eight years of service as Reader/ in the AGP of eight thousand and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishments and/ or Institutions of higher Education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <p>Note : The minimum requirement of 55% marks at (a) above shall be 50% for SC/ ST candidates or candidates already in the University system.</p>
4.	Subject to the provisions of the Act, Statute	4.	Subject to the provisions of the Act, Statute

<p>and Ordinance the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of the examinations and such duties and functions as may be assigned to him from time to time by the Executive Council.</p>	<p>and Ordinance, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of the examinations and such duties and functions as may be assigned to him from time to time by the Executive Council.</p>
<p>5. The Controller of Examinations shall exercise his powers and discharge his duties under the immediate direction of the Vice-Chancellor.</p>	<p>5. The Controller of Examinations shall exercise his powers and discharge his duties under the immediate direction of the Vice-Chancellor.</p>
	<p>6. <i>Notwithstanding anything contained in clauses 1 to 5 above, any notification in this regard issued by the University Grants Commission/ Ministry of Human Resource Development/ Government of India and adopted by the University shall be applicable.</i></p>

Proposed Amendment to OE-14 ON MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF LIBRARIAN, DEPUTY LIBRARIAN AND ASSISTANT LIBRARIAN/ DEPUTY REGISTRAR AND ASSISTANT REGISTRAR/ DIRECTOR OF PHYSICAL EDUCATION/ DEPUTY AND ASSISTANT DIRECTOR OF PHYSICAL EDUCATION

Existing	OE-14	Proposed	OE-14
<p>ON MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF LIBRARIAN, DEPUTY LIBRARIAN AND ASSISTANT LIBRARIAN/ DEPUTY REGISTRAR AND ASSISTANT REGISTRAR/ DIRECTOR OF PHYSICAL EDUCATION/ DEPUTY AND ASSISTANT DIRECTOR OF PHYSICAL EDUCATION</p> <p><i>Under Section 26 (1) (n) of the NEHU Act, 1973</i></p> <p>University Librarian 1.</p> <p>Minimum Qualification</p> <p>i. Master's degree in library science/ information science / documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record</p> <p>ii. At least thirteen years as a Deputy Librarian in the University library or eighteen years experience as a P.G. College Librarian</p> <p>iii. Evidence of innovative library service and organization and / or published work.</p> <p>Desirable</p> <p>M.Phil/Ph.D degree in library science/ information science/documentation/archives and manuscript keeping</p>		<p>ON MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF LIBRARIAN, DEPUTY LIBRARIAN AND ASSISTANT LIBRARIAN/ DEPUTY REGISTRAR AND ASSISTANT REGISTRAR/ DIRECTOR OF PHYSICAL EDUCATION/ DEPUTY AND ASSISTANT DIRECTOR OF PHYSICAL EDUCATION</p> <p><i>Under Section 26 (1) (n) of the NEHU Act, 1973</i></p> <p>1. University Librarian</p> <p>Minimum Qualification</p> <p>i. Master's degree in library science/ information science / documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record and having minimum prescribed API score as laid in relevant UGC Regulation.</p> <p>ii. At least thirteen years as a Deputy Librarian in a University library or eighteen years experience as a College Librarian.</p> <p>iii. Evidence of innovative library service and organization of published work.</p> <p><u>Desirable</u></p> <p>M.Phil/ Ph D degree in library science/ information science/ documentation/ archives and manuscript keeping</p>	
<p>University Deputy Librarian 2.</p> <p>Minimum Qualification</p> <p>i. Master's degree in library science/ information science/ documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record</p> <p>ii. Five years experience as an University Assistant Librarian / College Librarian.</p> <p>iii. Evidence of innovative library services, published work, professional commitment and computerization of library.</p> <p>Desirable</p> <p>M.Phil/Ph D degree in library science/ information science / documentation /archives and manuscript keeping, computerization of library.</p>		<p>2. University Deputy Librarian</p> <p>Minimum Qualification</p> <p>i. Master's degree in library science/ information science/ documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record</p> <p>ii. Five years experience as a University Assistant Librarian/ College Librarian.</p> <p>iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.</p> <p><u>Desirable</u></p> <p>M.Phil/Ph D. degree in library science/ information science/ documentation/ archives and manuscript keeping/ computerization of library.</p>	
<p>University Assistant Librarian / College Librarian / Documentation Officer 3.</p> <p>Minimum Qualification:</p> <p>i. Ph.D or qualifying in the national level-test conducted for the purpose by the UGC.</p> <p>ii. Master's degree in library science/information science/documentation or an equivalent professional degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.</p>		<p>3. University Assistant Librarian/ College Librarian/ Documentation Officer</p> <p><u>Minimum Qualification:</u></p> <p>i. A Master's Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a seven point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p> <p>ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p>	

	<p>iii. However, candidates who have been awarded Ph. D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/ SLET/ SET for recruitment and appointment of University Assistant Librarian/ College Librarian or Documentation Officer.</p>
<p>Deputy Registrar 4.</p> <p><u>Minimum Qualification :</u></p> <p>i. A Master's degree with at least 55% marks or its equivalent grade B in the UGC seven point scale.</p> <p>ii. Five years experience as a Lecturer in a University or College with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>Five years of administrative experience as Assistant Registrar or in an equivalent post.</p>	<p>4. Deputy Registrar</p> <p><u>Minimum Qualification</u></p> <p>i. A Master's degree with at least 55% marks or its equivalent grade B in the UGC seven point scale.</p> <p>ii. Nine years experience as a Lecturer/ Assistant Professor in the AGP of 6000 and above with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>Five years of administrative experience as Assistant Registrar or in an equivalent post</p>
<p>Assistant Registrar 5.</p> <p><u>Minimum Qualification:</u></p> <p>Good academic record plus Master's degree with at least 55% marks or its equivalent grade B in the UGC seven point scale</p>	<p>5. Assistant Registrar</p> <p><u>Minimum Qualification:</u></p> <p>Master's degree with at least 55% marks or its equivalent grade B in the UGC seven point scale with a consistently good academic record.</p>
<p>University Assistant Director of Physical Education and Sports/College DPEs (Lecturer Scale) 6.</p> <p><u>Minimum Qualification :</u></p> <p>i. Master's degree in Physical Education (two years course) or Master's degree in Sports or an equivalent degree with at least 55% marks or its equivalent grade B in the UGC Seven Point Scale plus consistently good academic record</p> <p>ii. Record of having represented the University/College at the inter-University/inter-collegiate competitions or the State in national championship.</p> <p>iii. Passed the physical fitness test</p> <p>iv. Ph.D. or certificate of having cleared in the national test conducted for the purpose by the UGC.</p>	<p>6. University Assistant Director of Physical Education and Sports/ College DPEs</p> <p><u>Minimum Qualification :</u></p> <p>i. A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.</p> <p>ii. Record of having represented a university/ college at the inter-university/ intercollegiate competitions or the State and/ or National championships</p> <p>iii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>iv. Passed the physical fitness test conducted in accordance with relevant UGC Regulations.</p> <p>v. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/ College Director of Physical Education & Sports.</p>
<p>University Assistant DPEs/College DPEs (Senior Scale) 7.</p> <p><u>Minimum Qualification :</u></p> <p>i. Should have completed six years of service as University Assistant DPEs/College DPEs with a</p>	Deleted

<p>benefit of two years for Ph.D and one year for M.Phil Degree holders</p> <p>ii. Passed the physical fitness test</p> <p>iii. Possesses satisfactory self-appraisal reports</p> <p>iv. Should have attended at least one orientation and one refresher course of about three to four week duration each with proper and well-defined evaluation procedure (exemption from one refresher course is granted to Ph.D degree holders)</p>	
<p>University Assistant DPEs/College DPEs (Selection Grade) 8.</p> <p>Minimum Qualification</p> <p>i. Completed five years of service as University Assistant DPEs/College DPEs in the senior scale</p> <p>ii. Has attended at least two refresher courses of about three-four week duration with proper and well-defined evaluation procedure after placement in the senior scale</p> <p>iii. Shown evidence of having produced good teams/athletes and of having organized and conducted coaching camps of at least two week duration.</p> <p>iv. Passes the physical fitness test</p> <p>v. Possesses satisfactory self-appraisal reports.</p>	<p>Deleted</p>
<p>University Deputy DPEs/College DPEs (Reader's scale) 9.</p> <p>i. Ph.D. in physical education. Candidates from outside the University system, in addition, shall also possess at least 55% marks or an equivalent grade B in the UGC seven point scale at the Master's Degree level</p> <p>ii. Five years experience as University Assistant DPEs/College DPEs, with a benefit of two years and one year for Ph.D. and M.Phil Degree holders respectively.</p> <p>iii. Evidence of organizing competitions and conducting coaching camps of at least two week duration.</p> <p>iv. Evidence of having produced good performance team/athletes for competitions like state/ national/ inter-university/combined university, etc.</p> <p>v. Passed the physical fitness test.</p> <p>vi. Possesses satisfactory self-appraisal reports</p>	<p>7. University Deputy DPES/ College DPES</p> <p>i. Ph.D in Physical Education. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade <i>in a point scale wherever grading system is followed</i>) at the Master's Degree level.</p> <p>ii. Eight years experience as University Assistant DPES/ College DPES, with a benefit of two years and one year for Ph.D and M.Phil Degree holders respectively</p> <p>iii. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.</p> <p>iv. Evidence of having produced good performance teams/ athletes for competitions like state/ national/ inter-university/ combined university, etc.</p> <p>v. Passed the physical fitness test <i>in accordance with the relevant UGC Regulations.</i></p> <p>vi. Possesses <i>consistently good appraisal reports</i></p>
<p>University DPEs 10.</p> <p>Minimum Qualification</p> <p>i. Ph.D in Physical Education.</p> <p>ii. Experience of at least ten years as University deputy of fifteen years as University Assistant DPEs/College/DPEs (selection grade)</p> <p>iii. Participation in at least two national/international seminars/conferences</p> <p>iv. Possesses satisfactory self-appraisal reports</p> <p>v. Evidence of organizing competitions and conducting coaching camps of at least two week duration.</p> <p>vi. Evidence of having produced good performance teams/athletes for competitions like state/national/inter-University/combined University, etc.</p> <p>Notes:</p> <p>1. Notwithstanding anything contained in Clauses 1 to 10, the 55% marks shall not be insisted upon for those already in University service.</p> <p>2. A relaxation of 5% marks shall be applicable to</p>	<p>8. University DPES</p> <p>Minimum Qualification</p> <p>(i) Ph.D. in Physical Education.</p> <p>(ii) Experience of at least ten years as University Deputy <i>or</i> fifteen years as University Assistant DPES/ College DPES (selection grade).</p> <p>(iii) Participation in at least two national/ international seminars/ conferences.</p> <p>(iv) Consistently good appraisal reports.</p> <p>(v) Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.</p> <p>(vi) Evidence of having produced good performance teams/ athletes for competitions like state/ national/ inter-university/ combined university, etc.</p> <p>Notes:</p> <p>1. Notwithstanding anything contained in Clauses 1 to 8, the 55% marks shall not be insisted upon for those already in University service</p> <p>2. A relaxation of 5% marks shall be applicable to SC/</p>

<p>SC/ST candidates at entry level. Provided that minimum marks in both cases shall not be less than 50%. Approved vide M.H.R.D., Dept. of Education, Govt. of India, letter no F-8-30/99/Desk (U), dated June 2, 2000.</p>	<p>ST candidates at entry level. Provided that minimum marks shall not be less than 50%. Approved vide M.H.R.D., Dept. of Education, Govt. of India, letter no F-8-30/99/Desk (U), dated June 2, 2000.</p>
	<p>9. <i>Notwithstanding anything contained in clauses 1 to 8 above, any notification in this regard issued by the University Grants Commission/ Ministry of Human Resource Development/ Government of India and adopted by the University shall be applicable.</i></p>

Proposed Amendment of OE-15 ON CAREER ADVANCEMENT SCHEME

Existing	Proposed
<p style="text-align: center;">OE-15</p> <p style="text-align: center;">ON CAREER ADVANCEMENT SCHEME <i>Under Section 26 (1) (n) of the NEHU, 1973</i></p>	<p style="text-align: center;">OE-15</p> <p style="text-align: center;">ON CAREER ADVANCEMENT SCHEME <i>Under Section 26 (1) (n) of the NEHU Act 1973</i></p>
<p>1. There shall be a career advancement scheme (CAS) for placement/ promotion of teachers of the University from lecturer to lecturer (Senior Scale), from lecturer (Senior Scale) to Lecturer (Selection Grade) /reader and from reader to professor.</p>	<p>1. There shall be a career advancement scheme (CAS) for placement/ promotion of teachers of the University</p>
<p>2. Selection committees for CAS shall be the same as those for direct recruitment for each category.</p>	<p>2. <i>The promotion through career advancement of Assistant Professors/ Associate Professors/ Professors in the University shall be governed by the Regulations prescribed by the University Grants Commission/ Government of India from time to time and as adopted by the University and laid down in the relevant Regulation.</i></p>
<p>3. The existing scheme of career advancement for other academic staff shall continue.</p>	<p>3. <i>The promotion through career advancement for other academic staff shall be governed by the Regulations prescribed by the University Grants Commission/ Government of India from time to time and as adopted by the University and laid down in the relevant Regulation.</i></p>
<p>4. Qualification and requirements</p> <p>i. Lecturer (Senior Scale)</p> <p>A lecturer shall be eligible for placement in the senior scale if he/she has</p> <p>a. Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil and Ph.D.</p> <p>b. Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC. Candidates with Ph.D degree shall be exempted from on refresher course, and</p> <p>c. Satisfactory self appraisal report.</p>	<p>Deleted</p>
<p>ii. Lecturer (Selection Grade)</p> <p>A lecturer in the senior scale shall be eligible for placement in the selection grade if he/she has</p> <p>a. Completed 5 years of service in the senior scale or 11 years of combined service as Lecturer/Lecturer in the senior scale (9 years in the case of Ph.D. degree holders and 10 years in the case of the M.Phil degree holders.</p> <p>b. Participated after placement in the senior scale, in two refresher courses/summer institutes of approved duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC.</p> <p>c. A good record in teaching and has contributed to the corporate life of the University/Institutions examination work or through extension activities</p>	

and

- d. Satisfactory self appraisal report. Whenever the requirement of orientation/refresher course has remained incomplete, the placement would not be held up but these may preferably be completed by the year 2000 and not later than 2002.

iii. Reader

A lecturer (senior scale) shall be eligible for promotion as reader if he/she has

- a. completed 5 years of service in the senior scale or 11 years of combined service as lecturer/lecturer in the senior scale/selection grade (9 years in the course of Ph.D. degree holders).
- b. Obtained a Ph.D. degree or has equivalent published work
- c. Made some mark in the areas of scholarship and research as evidenced by self-assessment, reports of referees, quality of publication, contribution to educational innovation, design of new courses and curricula and extension activities
- d. Participated in two refresher courses/ summer institutes of approved duration after placement in lecturer (senior scale), or engaged in other programmes of comparable quality as may be specified or approved by the University Grants Commission, and
- e. Consistently satisfactory self-appraisal report(s) Provided that a lecturer in the selection grade may offer himself/herself for fresh assessment to be designated as Reader after obtaining a Ph.D. degree of fulfilling other requirements for promotion to readership
- f. The requirement of participation in orientation/ refresher courses/ summer institutes, each of at least 3 weeks duration, and consistently satisfactory performance appraisal reports, shall be mandatory requirements for career advancement from lecturer to lecturer (Senior scale) and from lecturer (Senior Scale) to lecturer (Selection Grade) / reader. Wherever the requirements of orientation/ refresher courses/summer institutes has remained incomplete, the promotion would not be held up but these must be completed by the year 2000 but not later than 31 12 2002. Provided that if an applicant for promotion to the post of lecturer (Senior Scale)/Lecturer (Selection Grade/Reader) does not have required number of summer institutes/orientation of refresher courses, he/she shall be required to bring this fact to the notice of the University giving reasons for his/her not being able to participate in such course.

iv. Professor

- a. that a minimum of 8 years experience as a Reader be an eligibility.
- b. that the Professor already appointed under direct recruitment be not eligible.
- c. that the self-appraisal report for the period including five years before the date of eligibility be

<p>submitted;</p> <p>d. that minimum of five years research publications out of which two could be books be submitted for evaluation/ assessment before the interviews. The research publications to be assessed by the experts for promotion of Readers to professors shall pertain to the period between his/her appointment as Reader and the date he/she becomes eligible for promotion as Professor. If on the date of eligibility the candidate did not have the required number of publications, his/her date of eligibility shall be shifted to the date he/she becomes eligible after fulfilling all requirements.</p> <p>e. that the assessment of the research publications, including books, be done by three eminent experts in the subject which shall be different from those called for interview to be conducted later on.</p> <p>f. that all the recommendations be positive from the three experts. In case the recommendation of one out of the three is negative, the research publications be sent to the fourth expert for evaluation and assessment. In all, there has to be a minimum of three positive recommendations out of the total of four experts. In case the fourth expert has participated in the exercise due to one negative report out of the initially three expert involved in evaluation.</p> <p>g. that the University be permitted to hold the interview for promotion under CAS only for those candidates who have obtained a minimum of three positive recommendations from the experts on their research publications/books;</p> <p>h. that the interview be conducted inviting three experts of the concerned subject making sure that these experts be different from those who had assessed and evaluated the research publications;</p> <p>i. that the cases to promotion/interview for the rejected candidates can be processed only after a minimum period of one year from the date of promotion process/interview in which the candidate was rejected;</p> <p>j. that the promotion from Reader to professor under CAS being personal and not against a sanctioned post, the teaching work load of the Reader be carried forward with him/her and be undertaken by the promotee even in the capacity of the CAS professor.</p> <p>k. that for the purpose of continuing of past services one should have rendered his or her services as Reader/Associate Professor (in the scale of Pay of Rs 3700-5700 revised to Rs.12,000-18-300/-) in any other recognized University/College.</p>	
<p>5. Procedure of Scrutiny:</p> <p>A copy each of five research publications, out of which two could be books, of the candidate for Professorship shall be sent well in advance to three eminent external experts in the subject for evaluation / assessment before the interview for promotion is held. These experts will be different from those called to conduct the interview. Only those candidates who have received minimum of three positive recommendations from the experts</p>	Deleted

<p>on their research publications/ books will be called for interview. In case the recommendations of one out of the three experts is negative, the research publications/books will be sent to the fourth expert for evaluation. In all there shall be a minimum of three positive recommendations out of the four experts in case the fourth expert has participated in the exercise due to one negative report out of the initially three experts involved in evaluation/ assessment.</p>	
<p>6. An applicant for promotion under the CAS shall be entitled to the benefit of regular and continuous previous service in the equivalent grade and scale of pay outside this University/institution like a University, college or other research organizations, such as CSIR, ICAR, DRDO, ICSSR, ICHR, and other such institutions up to a maximum of half of number of years required to be eligible for such promotion subject to the guidelines issued by the UGC from time to time.</p>	Deleted
<p>7. A professor already appointed under the direct recruitment shall not be eligible for promotion under this scheme.</p>	Deleted
<p>8. Re-submission of application.</p> <p>Those candidates, who have not been found suitable by the selection committee, shall become eligible again after an expiry of one year from the date of previous eligibility.</p>	Deleted
	<p>4. <i>The composition of Evaluation/ Screening/ Expert Committee required for the implementation of this scheme shall be as specified by the University Grants Commission/ Ministry of Human Resource Development/ Government of India.</i></p>
<p>9. Notwithstanding the various clauses above, this ordinance shall remain in force till such time as the Career Advancement Scheme of the University Grants Commission remains in force and any change or changes notified by the Commission from time to time shall automatically be treated as having been incorporated in this ordinance.</p>	<p>5. Notwithstanding the various clauses above, this ordinance shall remain in force till such time as the Career Advancement Scheme of the University Grants Commission/ Government of India remains in force and any change or changes so notified from time to time and adopted by the University shall automatically be treated as having been incorporated in this ordinance.</p>
<p>1. Approved vide MHRD, GOI, Letter No. F 8-22/04-Desk(U) dt. 15.3.2004.</p> <p>Notes: (i) Approved by the 70th Academic Council and 117th Executive Council vide Resolution No. EC 117/2003.6.7.(iv), dated December 12, 2003. (ii) Approved by the 71st Academic Council vide Resolution No. AC 71/2004.5.1 (7) (i) and 119th Executive Council Resolution No. EC 119/2004.2 (ii), dated August, 20, 2004. (iii) The amendment to the Ordinance (OE-15) has been notified vide Notification No. F Conf/13-5/Ord/99 (Vol.III)-792, dated 25 November, 2004.</p>	

Proposed Amendment of Regulation RE-1 on QUALIFICATIONS OF TEACHERS AND SCRUTINY AND SCREENING OF APPLICATIONS

Existing	Proposed
<p style="text-align: right;">RE-1</p> <p>ON PROCEDURE OF SCRUTINY OF APPLICATIONS RECEIVED FOR TEACHING POSTS Under Ordinance OE-3</p>	<p style="text-align: right;">RE-1</p> <p>ON QUALIFICATION OF TEACHERS FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAREER ADVANCEMENT SCHEME Under Ordinances OE-3, OE-5 AND OE-15</p>
<p>(Scrutiny procedure incorporated in Ordinance OE-4)</p>	<p>1. QUALIFICATION</p> <p><i>i. A good academic record with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test - SLET/ SET), shall be the minimum qualification for the appointment of Assistant Professors. Provided however, that candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/ SLET/ SET for recruitment and appointment of Assistant Professor or equivalent posts.</i></p> <p><i>ii. A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) shall be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians, Assistant Directors of Physical Education and Sports.</i></p> <p><i>iii. A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/ Scheduled Tribe/ Physically and/ or visually differently-abled categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.</i></p> <p><i>Provided a relaxation of 5% may be provided, from 55% to 50% of the marks, to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.</i></p> <p><i>iv. The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.</i></p> <p><i>v. The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.</i></p>

	<p><i>vi. The period of time taken by a candidate to acquire M.Phil. and/ or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions.</i></p> <p><i>vii. The discipline wise qualifications for various teaching posts shall be as prescribed by the University Grants Commission and as laid down in Annexure-I to this Regulation. Qualifications for teaching posts for disciplines/ subjects not covered in the Annexure shall be as prescribed by University Grants Commission from time to time.</i></p>
<p>1. Procedure of Scrutiny</p> <p>The applications of all candidates for the posts of Lecturer, Reader, Professor or equivalent will be forwarded by the University Office to the Head of the Department concerned. However, if the Head of the Department happens to be a Reader, the applications for the post of Professor or equivalent will be forwarded to a Professor in the Department failing which to the Dean of School or the Vice-Chancellor. The Head of the Department shall constitute a Committee of not less than three members of the staff in the Department not below the rank of Reader including the Professors in the Department or from other Department in case there are not enough faculty members in the Department to scrutinise the application for posts of Lecturers, Readers, and equivalent and for preparing a list of candidates for interview. Similarly, a Committee will be constituted by the Head of the Department or the Dean of the School or the Vice-Chancellor as the case may be, for scrutinising the applications for the posts of Professor or equivalent. This Committee will comprise of not less than three persons and shall include all Professors in the Department, if any, and at least one Professor from another Department in the School or other Schools. Professors who are re-employed after superannuation cannot however be members of the Screening Committee.</p>	<p><i>deleted</i></p>
<p>2. The procedure for scrutiny of applications will be as follows:-</p> <ol style="list-style-type: none"> i. In the first instance, the non-academic particulars of the candidates like age, nationality, date of submission of application, etc. Will be scrutinised and those candidates who suffer from any disability will be separately listed. ii. The applications of all the remaining candidates will be scrutinised with reference to the essential and desirable qualifications. iii. Ordinarily, the number of candidates recommended for interview for one post may not exceed six and for two posts ten and five per post if the vacancies are more provided that the number may be exceeded by the Committee for reasons to be given in writing. iv. A short list of candidates who appear to be better qualified on the basis of qualifications 	<p><i>deleted</i></p>

<p>given in the application, shall be prepared by the Committee on the basis of criteria which may be adopted by the Committee in each case.</p> <p>v. Ordinarily for the posts of Lecturers, Research Associates, Research Fellows or equivalent, a higher weightage will be given for consistently good academic record, the objective being to pick up those who have the best potential for development. Their research work and other experience will be considered but with a lesser weightage. In the case of the posts of Readers or equivalent, the academic record and their achievements in research, teaching and in other fields will be given equal weightage. In the case of higher posts of Professors, the achievements in their fields of study and work will be given a high priority.</p> <p>vi. The qualifications advertised in the notice shall not be relaxed unless the fact that qualifications are relaxable under special circumstances</p> <p>vii. The basic academic qualification shall not be relaxable. In case of a candidate who does not satisfy anyone of the other essential qualifications like experience and yet recommended for being called for interview, the fact shall be specifically stated and reasons for relaxing the qualification will be given in writing</p>	
<p>3. The Head of the Department or the Dean of the School, as the case may be, shall forward the applications with his recommendations to the Vice-Chancellor for final selection of candidates for interview for the posts. The Vice-Chancellor may vary the list suitably at his discretion for reasons to be recorded in writing.</p>	<i>deleted</i>
<p>Readvertisement 4.</p> <p>If the number of candidates being called for interview is less than three in all, the post shall be readvertised with the stipulation that candidates who may have applied earlier need not apply again. In such cases, the Vice-Chancellor shall also initiate personal contact as provided in clause 3 above. In case the number of eligible candidates is still less than three the process of second advertisement and personal contact, the interviews shall be held in accordance with the provisions of the Ordinance.</p>	<i>deleted</i>
<p>Information to Candidates 5.</p> <p>The candidates will be informed telegraphically as well as through registered post of the venue and date of interview at least two weeks ahead of the due date of interview.</p>	<i>deleted</i>
<p>Reserved Posts 6.</p> <p>In the case of reserved posts, the same procedure may be followed. If no suitable candidate is found, the post may be de-reserved and the reservation</p>	<i>deleted</i>

may be carried forward to another vacancy according to the provisions of the Ordinance

2. STAGES OF PROMOTION OF TEACHERS UNDER CAS

- i. Entry level Assistant Professors (Stage 1) would be eligible for promotion under the CAS through two successive stages (stage 2 and Stage 3), provided they are assessed to fulfil the eligibility and performance criteria as laid down in Annexure-III.
- ii. An entry level Assistant Professor, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years service as Assistant Professor.
- iii. An entry level Assistant Professor possessing M.Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as LL.M./ M. Tech., etc. shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.
- iv. An entry level Assistant Professor who does not have Ph.D. or M.Phil. or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of six years service as Assistant Professor.
- v. The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down in Annexure-III.
- vi. Assistant Professor who have completed five years of service in the stage 2 shall be eligible to move up to next higher grade (stage 3), subject to meeting the API based PBAS requirements laid down in Annexure-III.
- vii. Assistant Professor completing three years of service in stage 3 shall be eligible to move to the next higher grade (stage 4) and to be designated as Associate Professor, subject to fulfilment of the qualifying conditions and the API based PBAS requirements prescribed in Annexure-III.
- viii. Associate Professor possessing a Ph.D. Degree in the relevant discipline and completing three years of service in stage 4, shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to
 - (a) satisfying the required credit points as per API based PBAS methodology provided in Annexure-III and
 - (b) an assessment by a duly constituted Selection Committee as prescribed for the direct recruitment of Professor.

Provided that no teacher, other than those with a Ph.D., shall be promoted or appointed as Professor.
- ix. Ten percent of the Professors in the University, with a minimum of ten years of teaching and research experience as professor shall be eligible for promotion to the higher grade of Professorship (stage 6), on satisfying the

required API score as per Annexure-III through the PBAS methodology through a duly constituted Expert committee, and such teachers promoted to the higher grade shall continue to be designated as 'Professor'.

Annexure-I

DISCIPLINE WISE QUALIFICATIONS FOR VARIOUS TEACHING POSTS

1. ARTS, HUMANITIES, SCIENCES, SOCIAL SCIENCES, COMMERCE, EDUCATION, LANGUAGES, LAW, JOURNALISM AND MASS COMMUNICATION DISCIPLINES

PROFESSOR

- A. (i) An eminent scholar with Ph.D degree in the concerned/ allied/ relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/ or research/ policy papers.
(ii) A minimum of ten years of teaching experience in university/ college, and/ or experience in research at the University/ National level institutions/ industries, including experience of guiding candidates for research at doctoral level.
(iii) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching learning process.
(iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS)(Annexure-III)

OR

- B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/ allied/ relevant discipline, to be substantiated by credentials.

ASSOCIATE PROFESSOR

- i. Good academic record with a Ph.D. Degree in the concerned/ allied/ relevant disciplines
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed)
- iii. A minimum of eight years of experience of teaching and/ or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS)(Annexure-III).

ASSISTANT PROFESSOR

- i. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii. Besides fulfilling the above qualification, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/ SET.
- iii. Notwithstanding anything contained in sub-clauses (i) and (ii) above, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/ SLET/ SET for recruitment and appointment of Assistant Professor or equivalent positions.
- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/ SLET/ SET is not conducted.

2. MUSIC DISCIPLINE

PROFESSOR

An eminent scholar with a doctoral degree actively and engaged in research with ten years of experience in teaching in University/College and/or research at the University/National level institutions including experience of guiding research at doctoral level with outstanding performing achievements in the field of specialization.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (a) 'A' grade artist of AIR/ TV;
- (b) Twelve years of outstanding performing achievements in the field of specialization;
- (c) Significant contributions in the field of specializations and ability to guide research;
- (d) Participation in National/International Seminars/Conferences/ Workshops and/ or recipient of National/ International Awards/ Fellowships; and
- (e) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline

ASSOCIATE PROFESSOR

- i. Good academic record with doctoral degree, with performing ability of high professional standard.
- ii. Eight years of experience of teaching at the University, College level and/or research in University/ national level institutions excluding the period spent for obtaining the research degree.
- iii. Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications
- iv. Contribution to educational innovation such as designing of new courses, curricula and/or outstanding performing achievement in the field of specialization.

OR

i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (a) 'A' grade artist of AIR/TV;
- (b) Eight years of outstanding performing achievements in the field of specialization

ASSISTANT PROFESSOR

- i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/ Foreign University.
- ii. Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in the sub-clauses (i) and (ii) above, candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.
- iii. NET/ SLET/ SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

OR

i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:

- (a) Studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned;
- (b) A high grade artist of AIR/TV; and
- (c) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

3. DRAMA DISCIPLINE

PROFESSOR

i. An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the University/ National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.

OR

i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- a. Twelve years of outstanding performing achievements in the field of specialization;
- b. Has made significant contributions in the field of specializations and has the ability to guide research;
- c. Participation in National/ International Seminars/ Conferences/ Workshops and/ or recipient of National/ International Awards/ Fellowships; and

- d. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations.

ASSOCIATE PROFESSOR

- i. Good academic record with doctoral degree with performing ability of high professional standard as recommended by an expert committee constituted by the University for the said purpose
- ii. Eight years of experiences of teaching in a University / College and/ or research in University/national level institutions excluding the period spent for obtaining the research degree.
- iii. Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications. Contributions to educational innovation such as designing new courses and/ or curricula and/ or outstanding performing achievements in the field of specializations.

OR

- i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:
 - a. A recognized artist of Stage/ Radio/TV,
 - b. Eight years of outstanding performing achievements in the field of specialization;
 - c. Experience in designing of new courses and /or curricula.
 - d. Participation in Seminars/Conferences in reputed institutions; and
 - e. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

ASSISTANT PROFESSOR

- i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/ Foreign University.
- ii. Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC. However, candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges / Institutions.
- iii. Without prejudice to the above, NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

OR

- i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:
 - a. A professional artist with first class degree/diploma from National School of Drama or any other such approved Institution in India or abroad;
 - b. Five years of regular acclaimed performance in regional/ national/ international stage with evidence, and
 - c. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in said discipline.

4. VISUAL (FINE) ARTS DISCIPLINE

PROFESSOR

- i. An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the University/ National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.

OR

- i. A Professional artist with highly commendable professional achievement in the concerned subject, who should have:
 - a. Twelve years of experience of holding regular regional/ national exhibition/ workshops with evidence,
 - b. Significant contributions in the field of specialization and ability to guide research,
 - c. Participation in National/ International Seminars/ Conferences/ Workshops and/ or recipient of National/ International Awards/ Fellowships, and
 - d. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

ASSOCIATE PROFESSOR

- i. Good academic record with doctoral degree, with performing ability of high professional standard.
- ii. Eight years of experience of teaching in a University/ College and/ or research in University/ national level institutions excluding the period spent for the research degree of M.Phil/ Ph. D.

- iii. Has made significant contributions to the knowledge in the subject concerned as evidenced by quality of publications.
- iv. Contributions to educational innovation such as: designing new courses and/ or curricula and/ or outstanding performing achievements in the field of specializations.

OR

- i. A Professional artist with highly commendable professional achievement in the concerned subject, who should have:
 - a. A recognized artist of his/her own discipline;
 - b. Eight years of outstanding performing achievements in the field of specialization;
 - c. Experience in designing of new courses and/ or curricula;
 - d. Participation in Seminars/ Conferences in reputed institutions; and
 - e. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

ASSISTANT PROFESSOR

- i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/ Foreign University.
- ii. Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in sub-clauses (i) and (ii) above, candidates, who are, or have been awarded a Ph.D. Degree, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/ SLET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions.
- iii. Without prejudice to the above, NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

OR

- i. A Professional artist with highly commendable professional achievement in the concerned subject, who should have:
 - a. First class Diploma in Visual (Fine) arts discipline from the recognized Institution of India/ Abroad;
 - b. Five years of experience of holding regular regional/ National exhibitions/ Workshops with evidence; and
 - c. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

5. OCCUPATIONAL THERAPY DISCIPLINE

PRINCIPAL/ DIRECTOR/ DEAN

Masters in Occupational Therapy (M.O.T./ M.Th.O./ M.Oth./ M.Sc. O.T.) with fifteen years experience, which shall include five years experience as Professor (Occupational Therapy).

- i. Senior-most Professor shall be the Principal/ Director/ Dean.
- ii. Desirable: Higher qualification like Ph. D. in any discipline in occupational therapy recognized by the UGC/ independent published work of high standard.

PROFESSOR

- i. Masters in Occupational Therapy (M.O.T. / M.O.Th./ M.Th.O./ M.Sc. O.T.) with eleven years total experience including five years experience as Associate Professor (Occupational Therapy).
- ii. Desirable: Higher Qualification like Ph. D. in any discipline in occupational therapy recognized by the UGC/ independent published work of high standard.

ASSOCIATE PROFESSOR

- i. Master in Occupational Therapy (M.O.T./ M.O.Th./ M.Sc. O.T.) with eight years experience as Assistant Professor.
- ii. Desirable: Higher Qualification like Ph. D. in any discipline in occupational therapy recognized by the UGC/ independent published work of higher standard.

ASSISTANT PROFESSOR

- i. Bachelor Degree in Occupational Therapy (B.O.T./ B. Th.O./ B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./ M.Sc. O.T/M.OT.) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from a recognized University.

6. PHYSIOTHERAPY DISCIPLINE

PRINCIPAL/ DIRECTOR/ DEAN

- i. Masters in Physiotherapy (M.P.T./ M.Th.P./ M.Pth./ M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy)
- ii. Senior-most Professor shall be the Principal/ Director/ Dean.
- iii. Desirable: Higher qualification like Ph. D. in any discipline in Physiotherapy recognized by the UGC/ independent published work of high standard.

PROFESSOR

- i. Masters in Physiotherapy (M.P.T./ M.P.Th./ M.Th.P./ M.Sc. P.T.) with eleven years total experience including five years experience as Associate Professor (Physiotherapy).
- ii. Desirable: Higher Qualification like Ph. D. in any discipline in Physiotherapy recognized by U.G.C./ independent published work of high standard.

ASSOCIATE PROFESSOR

- i. Master in Physiotherapy (M.P.T./ M.P.Th./ M.Th.P./ M.Sc. P.T.) with eight years total experience as Assistant Professor.
- ii. Desirable: Higher Qualification like Ph. D. in any discipline in Physiotherapy recognized by U.G.C./ independent published work of higher standard.

ASSISTANT PROFESSOR

- i. Bachelor Degree in Physiotherapy (B.P.T./ B.Th.P./ B.P.Th.), Masters in Physiotherapy (M.P.Th./ M.Th.P./ M.Sc. P.T./ M.P.T.) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed from recognized University)

7. MANAGEMENT/BUSINESS ADMINISTRATION DISCIPLINE

PRINCIPAL/ DIRECTOR/ HEAD OF INSTITUTION

Qualification same as those prescribed for the post of professor in the relevant discipline with a minimum of fifteen years' experience of postgraduate teaching/ industry/ research.

OR

For candidates from Industry/ Profession:

- a. Qualification same as those prescribed for the post of Professor from industry/ profession stream with fifteen years' experience of postgraduate teaching/ research out of which five years must be at the level of Professor in the relevant discipline.

Without prejudice to the above, the following conditions may be considered desirable:

- a. Administrative experience in senior level responsible position in the Industry/ Professional Institution.

PROFESSOR

- i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two year full time PGDM declared equivalent by AIU/ recognized by the AICTE/ UGC;

OR

First Class graduate and professionally qualified Chartered Accountant/ Cost and works Accountant/ Company Secretary of the concerned statutory body.

- ii. Ph. D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- iii. A minimum of ten years' experience of teaching/ industry/ research/ professional, out of which five years must be at the level of Reader/ Associate Professor or equivalent excluding the period spent for obtaining the research degree.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential.

- i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management/ Administration/ in a relevant management related discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two years full time PGDM declared equivalent by AIU/ recognized by the AICTE/ UGC.

OR

First Class graduate and professionally qualified Chartered Accountant/ Cost and works Accountant/ Company Secretary of the concerned statutory body.

- ii. The candidate should have professional work experience which is significant and can be recognized at national/ International level as equivalent to Ph. D. and twelve years' managerial experience in industry/

profession, of which at least eight years should be at least at a level comparable to that of Reader/ Assistant Professor.

- iii. Without prejudice to the above, the following conditions may be considered desirable:
- Teaching, Teaching, research, and/ or professional experience in a reputed organization;
 - Published work, such as research papers, patents filed/ obtained, books and/ or technical reports;
 - Experience of guiding the project work/ dissertation of PG/ Research Students or supervising R&D projects in industry;
 - Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
 - Capacity to undertake/ lead sponsored R&D consultancy and related activities.

ASSOCIATE PROFESSOR

i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management/ Administration/ in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE/ UGC;

OR

First Class graduate and professionally qualified Chartered Accountant/ Cost and works Accountant/ Company Secretary of the concerned statutory body.

- ii. Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- iii. A minimum of eight years' experience of teaching/ industry/ research/ professional at managerial level excluding the period spent for obtaining the research degree.

OR

In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements:

i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management/ Administration/ in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by AICTE/ UGC,

OR

First Class graduate and professionally qualified Chartered Accountant/ Cost and Works Accountant/ Company Secretary of the concerned statutory body.

ii. A minimum of ten years experience of teaching industry/ research/ profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national/ international level as equivalent to Ph.D. and ten years managerial experience in industry/ profession of which at least five years should be at the level comparable to that of lecturer/ assistant professor.

iii. Without prejudice to the above, the following conditions may be considered desirable:

- Teaching, research industrial and/ or professional experience in a reputed organization;
- Published work, such as research papers, patents filed/ obtained, books and/ or technical reports; and
- Experience of guiding the project work/ dissertation of PG/ Research Students or supervising R&D projects in industry.

ASSISTANT PROFESSOR

i. Essential:

First Class Masters Degree in Business Management/ Administration/ in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU/ accredited by the AICTE/ UGC;

OR

First Class graduate and professionally qualified Chartered Accountant/ Cost and Works Accountant/ Company Secretary of the concerned statutory bodies

ii. Desirable:

- Teaching, research, industrial and/ or professional experience in a reputed organization;
- Papers presented at Conferences and/ or published in refereed journals.

8. ENGINEERING AND TECHNOLOGY DISCIPLINE

PROFESSOR

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg. & Tech., and experience of ten years in teaching, research and/ or industry, out of which at least five years at the level of Assistant Professor/ Reader or equivalent grade.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

- i. First Class Master's Degree in the appropriate branch of Engg. & Tech.;
- ii. Significant professional work which can be recognized* as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial/ professional experience of ten years, out of which at least five years at a senior level of Assistant Professor/ Reader, provided that the recognition for significant professional experience shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

Without prejudice to the above, the following conditions may be considered desirable:

- a. Teaching, research industrial and/ or professional experience in a reputed organization;
- b. Published work, such as research papers, patents filed/ obtained, books, and/ or technical reports;
- c. Experience of guiding the project work/ dissertation of PG/ Research Students or supervising R&D projects in industry;
- d. Demonstrated leadership in planning and organizing academic, research, industrial and/ or professional activities; and
- e. Capacity to undertake/ lead sponsored R&D, consultancy and related activities.

ASSOCIATE PROFESSOR

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg. & Tech., and experience of eight years in teaching, research and/ or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

- i. First Class Master's Degree in the appropriate branch of Engineering & Technology;
- ii. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engineering, & Technology, and industrial/ professional experience of eight years in a position equivalent to the level of Lecturer, provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Without prejudice to the above, the following conditions may be considered desirable:

- a. Teaching, research industrial and/ or professional experience in a reputed organization;
- b. Published work, such as research papers, patents filed/ obtained, books, and / or technical reports;
- c. Experience of guiding the project work/ dissertation of PG/ Research Students or supervising R&D projects in industry.

ASSISTANT PROFESSOR

First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech).

Without prejudice to the above, the following conditions may be considered desirable:

- a. Teaching, research industrial and/ or professional experience in a reputed organization;
- b. Papers presented at Conferences and/ or in refereed journals.

9. BIO-TECHNOLOGY (ENGINEERING. & TECHNOLOGY) DISCIPLINE

PROFESSOR

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech./ Applied Biological Sciences, and experience of ten years in teaching, research and/ or industry, out of which at least five years at the level of Assistant Professor/ Reader or equivalent grade.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

- i. First Class Master's Degree in the appropriate branch of Engg., & Tech./ Applied Biological Sciences;
- ii. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech./ Applied Biological Sciences, and industrial/ professional experience of ten years, out of which at least five years at a senior level of Assistant Professor/ Reader, provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

Desirable

- a. Teaching, industrial research and/ or professional experience in a reputed organization;
- b. Published work, such as research papers, patents filed/ obtained, books, and/ or technical reports;
- c. Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry;
- d. Demonstrated leadership in planning and organizing academic, research, industrial and/ or professional activities; and
- e. Capacity to undertake/ lead sponsored R&D, consultancy and related activities.

ASSOCIATE PROFESSOR

Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg. & Tech./ Applied Biological sciences, and experience of eight years in teaching, research and/ or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree;

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

- i. First Class Master's Degree in the appropriate branch of Engg., & Tech./ Applied Biological Sciences;
- ii. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial/ professional experience of eight years in a position equivalent to the level of Lecturer, provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor.
- iii. Desirable:
 - a. Teaching, research industrial and/ or professional experience in a reputed organization;
 - b. Published work, such as research papers, patents filed/ obtained, books, and/ or technical reports; and
 - c. Experience of guiding the project work/ dissertation of PG/ Research Students or supervising R&D projects in industry.

ASSISTANT PROFESSOR

- i. First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech)

OR

Ph.D. Degree in Applied Biological Sciences such as, Micro-Biology, Bio-Chemistry, Genetics, Molecular Biology, Pharmacy and Bio-Physics

OR

Good academic record with at least 55% marks (or an equivalent grade) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/ Foreign University.

- ii. Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.
- iii. Desirable:
 - a. Teaching, research industrial and/ or professional experience in a reputed organization;
 - b. Papers presented at Conferences and/ or published in refereed journals

10. PHARMACY DISCIPLINE

PROFESSOR

- i. Essential:

- a. A basic degree in pharmacy (B. Pharm.);
- b. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
- c. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of ten years in teaching, research, industry and / or profession at the level of Lecturer or equivalent grade;

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

- a. First Class Master's Degree in the appropriate branch of specialization in Pharmacy; and
- b. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial/ professional experience of five years at a senior level comparable to Assistant Professor/ Reader, provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

- ii. Desirable:

- a. Teaching, industrial research and/ or professional experience in a reputed organization;
- b. Published work, such as research papers, patents filed/ obtained, books, and/ or technical reports;
- c. Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry;
- d. Demonstrated leadership in planning and organizing academic, research, industrial and/ or professional activities; and
- e. Capacity to undertake/ lead sponsored R&D, consultancy and related activities.

For avoidance of doubt, it is hereby clarified that:

- i. If Class or Division is not declared at the Bachelor's or Master's Degree levels, an aggregate of $\geq 60\%$ or equivalent Cumulative Grade Point Average (CGPA) is to be considered as equivalent to First Class.
- ii. In respect of CGPA awarded to the candidates on a 10-Point Scale, the Table of equivalence shall be provided by the awarding university for determining the Class obtained by them as per (i) above.

ASSOCIATE PROFESSORi. Essential:

- a. Basic degree in pharmacy (B. Pharm).
- b. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
- c. Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of eight years in teaching, research, industry and/ or profession at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

- a. First Class Master's Degree in the appropriate branch of specialization in Pharmacy;
- b. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial/ professional experience of eight years in a position equivalent to the level of Lecturer,

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a c-Member Committee of Experts appointed by the Vice-Chancellor of the University.

ii. Desirable

- a. Teaching, research industrial and/ or professional experience in a reputed organization;
- b. Published work, such as research papers, patents filed/ obtained, books and/ or technical reports; and
- c. Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry

ASSISTANT PROFESSORi. Essential:

- a. Basic degree in pharmacy (B.Pharm.)
- b. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
- c. First Class Master's Degree in appropriate branch of specialization in Pharmacy.

ii. Desirable:

- a. Teaching, research industrial and/ or professional experience in a reputed organization; and
- b. Papers presented at Conferences and/ or published in refereed journals.

11. MASTER OF EDUCATION COURSESPROFESSOR

- i. Master's Degree in Arts/ Humanities/ Sciences/ Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),

OR

M. A. (Education) with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);

- ii. Ph. D. in Education

- iii. At least ten years of teaching experience in University department of education or College of Education of which a minimum of five years at the M. Ed. level with published work in the area of his specialization.

ASSOCIATE PROFESSOR

- i. A Master's Degree in Arts/ Humanities/ Sciences/ Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),

OR

M. A. (Education) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);

- ii. Ph. D. in Education

- iii. At least eight years of teaching experience in University department of education or College of Education, with a minimum of three years at the M. Ed. level and has published work in the relevant area of specialization.

ASSISTANT PROFESSOR

- i. Master's Degree in Arts/ Humanities/ Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),

OR

M. A. (Education) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed)

- ii. Any other stipulation prescribed by the UGC/ such other affiliating body/ State Government, from time to time for the positions of Principal and lecturers, shall be mandatory.

12. MASTER OF PHYSICAL EDUCATION COURSES

PROFESSOR

- i. Master's Degree in Physical Education with a minimum of 55% (marks or an equivalent grade in a point scale wherever grading system is followed);
- ii. Ph.D. in Physical Education or equivalent published work; and
- iii. At least ten years teaching/ research experience in a department/ college of Physical Education out of which at least five years in the post graduate institution/ University department.

ASSOCIATE PROFESSOR

- i. A Master's Degree in Physical Education with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed)
- ii. At least eight years teaching/ research experience in a department/ college of Physical Education out of which at least three years in the post graduate level; and
- iii. Ph.D. in Physical Education or Equivalent published work.

ASSISTANT PROFESSOR

- i. A Master's Degree in Physical Education with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed);
- ii. Any other stipulation prescribed by the UGC/ such other affiliating body/ State Government, from time to time shall be mandatory.

13. LIBRARY AND INFORMATION SCIENCE DISCIPLINE

UNIVERSITY LIBRARIAN

- i. A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
- ii. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.
- iii. Evidence of innovative library service and organization of published work.
- iv. Desirable: A. M.Phil./ Ph.D. Degree in library science/ information science/ documentation/ archives and manuscript-keeping.

DEPUTY LIBRARIAN

- i. A Master's Degree in library science/ information science/ documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- ii. Five years experience as an Assistant University Librarian/ College Librarian.
- iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.
- iv. Desirable: A M.Phil./ Ph.D. Degree in library science/ Information science/ Documentation/ Archives and manuscript-keeping/ computerization of library.

ASSISTANT LIBRARIAN

- i. A Master's Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
Provided candidates, who are, or have been awarded Ph. D. degree in accordance with the *University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/ SLET/ SET.

14. PHYSICAL EDUCATION AND SPORTS

DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

- i. Ph.D. in Physical Education.
- ii. At least ten years of experience as University Deputy or fifteen years as University Assistant DPEs/ College (selection grade).
- iii. Participation in at least two national/ international seminars/ conferences.
- iv. Consistently good appraisal reports.

- v. Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- vi. Evidence of having produced good performance teams/ athletes for competitions like state/ national/ inter-university/ combined university, etc. .

DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

- i. A Ph.D. in Physical Education. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree.
- ii. Eight years experience as University Assistant DPES/ College DPES, with a benefit of two years and one year for Ph.D. and M.Phil. Degree holders.
- iii. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration
- iv. Evidence of having produced good performance teams/ athletes for competitions like state/ national/ inter-university/ combined university, etc.
- v. Passed the physical fitness test
- vi. Consistently good appraisal reports.

ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

- i. A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.
- ii. Record of having represented the university/ college at the inter-university/ intercollegiate competitions or the State and/ or national championships.
- iii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iv. Passed the physical fitness test conducted in accordance with these Regulations.
- v. However, candidates, who are, or have been awarded Ph. D degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/ SLET/ SET.

North-Eastern Hill University

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/ Year _____

(To be completed and submitted at the end of each academic year. Instruction for filling-up the proforma is appended)

PART A: GENERAL INFORMATION

1. Name (in Block Letters) :
2. Father's Name/Mother's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for Correspondence :
(with Pin code)
7. Permanent Address (with Pin code):

Telephone No:

Email:

8. Whether acquired any degree or fresh academic qualifications during the year:
9. Academic Staff College Orientation/ Refresher course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS**CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES****I.1. Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)**

Sl. No.	Course/Paper	Level	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact classes (C)

(I.3) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Activity	API Score
I.1	Classes Taken (max 50 marks for 100% Performance & proportionate score upto 80% performance, below which no score may be given)	
I.2	Teaching Load in excess of UGC norm (max score: 10)	

Sl. No	Course/Paper	Consulted	Prescribed	Additional Resource provided

API score based on preparation and imparting of knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to students (max: 20)				API Score

(I.4) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Contents, Course Improvement etc.

Sl. No	Short Description	API Score
	Total Score (Max Score: 20)	

(I.5) Examination Duties Assigned and Performed

Sl. No	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max: 25)			

CATEGORY-II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

II. Please mention your contribution to the following:

Sl. No	Type of Activity	Average Hrs/ week	API Score
	(II.1) Student related Co-Curricular, extension & field based activities		
	Total (Max: 20)		
	(II.2) Contribution to Corporate Life and management of the Institution through committees	Yearly/Semester-wise responsibilities	API Score
	Total (Max: 15)		
	(II.3) Professional Development Activities	Yearly/Semester-wise responsibilities	
	Total (Max: 15)		
	Total Score (II.1 to II.3) (Max : 50)		

CATEGORY-III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III.A.(i) & (ii) Papers published in the Journals

Sl. No	Title with page nos.	Name of the Journal	ISSN/ISBN No	Whether peer reviewed? Impact Factor, if any	No. of co-author (s)	Whether you are the main author	API Score

III.A.(iii) Full Papers published In Conference Proceedings etc.

Sl. No	Title with page nos.	Details of Conference Publication	ISSN/ISBN No	No. of co-authors	Whether main/co-author	API Score

III. B. (i-iv & vii) Subject related Books Published or Edited/ Proceedings of Seminar etc. Edited

Sl. No	Title with page nos.	Type of Book/ Proceeding & Author/Editor	Publisher & ISSN/ISBN No	Whether peer reviewed	Co-authors/ Co-editors, if any	Whether you are the main author	API Score

III.B. (v & vi) Articles/ Chapters published in Book series (International and National volumes)

Sl. No	Title with page nos.	Book Title, editor & publisher	ISSN/ISBN No	Whether peer reviewed.	No. of co-author	Whether you are the main author	API Score

III C. (i-iii) Ongoing and Completed Research Projects and Consultancies/Patent/ Technology transfer/ Product/Process (for Sciences) Major Policy document of Govt. Bodies and International Research collaborations

Sl. No	Title	Funding Agency	Period	Amount	Whether policy document /patent outcome?	API Score

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III.D. Research Guidance

Sl. No	Number Enrolled	Thesis Submitted	Degree awarded	Supervisor/Jt. Supervisor	API Score
M.Phil or equivalent					
Ph.D or equivalent					

III. E(i). Training Course, Teaching-Learning –Evaluation Technology Programmes, Faculty Development Programmes, etc. Attended

Sl. No	Programme	Duration	Organised by	API Score

III. E(ii). Conferences/ Seminar/ Workshops/ Symposia, etc. attended.

Sl. No	Title of the Paper presented	Title of Conference/ Seminar etc	Organised by	Whether international/natural/ state/ regional/ college or university level	API Score

III. E(iii). Invited Lectures delivered and Chairmanships at International/ National/ Regional/ Local conference/ seminar etc.

Sl. No	Title of Lecture/ Academic Session	Title of Conference/ Seminar	Organised by	Whether international/ national regional/ local	API Score

III. F. (i). Organization of Refresher Courses, Methodology Workshops, Training Courses, Summer/ Winter School/ Teaching-Learning- Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes

Sl. No	Programme	Duration	Sponsoring Agency	API Score

III. F. (ii). Organization of Seminar/Symposia/Conference/Workshop etc and meetings of PAC/PAMC of UGC/CSIR/DST/MoES/DBT/MoEF/ICSSR/ICHR/DoE etc

Sl. No	Title of the Conference/Seminar etc	Duration	Sponsoring Agency	Whether international/natural/state/regional/college or university level	API Score

III. G. Awards/Honour/Recognitions

Sl. No	Name of the Award	Awarding Agency	Whether international/national/regional/state level	API Score

III. H. Post-doctoral Fellowship etc. Abroad

Sl. No	Name of the Fellowship	Sponsoring/ Awarding Agency	Duration	API Score

III.I. Peer Reviewing of Papers/Projects Proposals/Evaluation of Project Completion Reports etc.

Sl. No	Title of the Paper	Name of the Journal	ISSN/ISBN Number	Impact factor, if any	API Score

III (J) Editorial Boards of research journals with ISSN/ISBN No

S. No.	Name of the Journal	Editor/Associate Editor/Member	API Score

IV. SUMMARY OF THE API SCORES

Sl. No.	Criteria	Last Academic Year	Total – API Score for Assessment Period	Annual Average API Score for Assessment Period
I	Teaching, learning and Evaluation related activities			
II	Co-curricular, Extension, Professional Development related activities.			
	Total I+II			
III	Research and Academic Contributions			

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions not mentioned earlier.

Sl. No	Details (Mention Year, value etc. where ever relevant)

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

1	6
2	7
3	8
4	9
5	10

I certify that the information provided is correct as per records documents enclosed along with the duly filled PABS proforma

Signature of the faculty with
Designation, Place & Date

I certify that the information provided is correct as per records available with the university and/ or documents enclosed along with the duly filled PABS proforma.

Signature of Head of the Department/ Centre

Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Annexure-III, appended to Regulation RE-1 of the University. I.1-I.5 are based on the API scoring for Category I. Detailed information for 2010-11 or most recent assessment year is to be provided. II.1 to II-3 are based on Category II. Detailed information for 2010-11 or most recent assessment year is to be provided. IIIA-I is based on Category III. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per the relevant tables annexed to Regulation RE-1 and self-assessment scores are to be given. For each category, even though several avenues of activities and their API scores are given to provide choice/ opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/ area is indicated in the respective places.

The self-assessment scores are subject to verification by the university, and by the Screening cum Verification Committee or Selection Committee as the case may be

North Eastern Hill University, Shillong

Performance Based Appraisal System Proforma for Direct Recruitment/ Promotion under Career Advancement Scheme

POST APPLIED FOR _____ AGP _____

DIRECT RECRUITMENT

PROMOTION UNDER CAS
(Tick any one)

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) :
 2. Father's Name/Mother's Name :
 3. Date of Birth :
 4. Department :
 5. Current Designation & Academic Grade Pay :
 6. Date of last Promotion, if any :
 7. Date of eligibility for promotion :
 8. Address for correspondence (with pin code) :

 9. Permanent Address (with pin code) :

- Telephone No :
- E-mail address :

10. Academic Qualifications

A. Class X till post graduation

Degree/ Certificate	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject (s)

B. Research Degree(s)

Degree	Title of dissertation/ thesis	Date of award	University
M Phil.			
Ph. D./ D. Phil.			
D. Sc./ D. Litt.			

11. Appointments held prior to joining this University, if any

Designation	Name of Employer	Date of		Salary with Grade	Reason for leaving
		Joining	Leaving		

4: 1(77)

12. Posts held after appointment at the University

Designation	Department	Period		Pay Scale/ Grade
		From	To	

13. Period of teaching experience P G Classes (in years)

U G Classes (in years)

14. Research Experience excluding years spent for M Phil / Ph D (in years)

15. Field(s) of Specialisation under the Subject/ Discipline

(a).

(b).

16. Orientation/ Refresher Course(s) attended

Name of the Course	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see details of API scoring points for each category in Annexure III of Regulation RE-1 of NEHU)

CATEGORY : I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**(i) Lectures, Seminars, Practical, Tutorials/ Contact hours**

S. No.	Year	Course/ Paper	Level PG/ UG	Mode of teaching*	Lectures, etc.			API Score accrued	Enclosure number of supporting document
					Undertaken/Allotted/%age				
Total API Score (Maximum 50 points/ year)									

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

(ii) Classes conducted exceeding UGC norms, if any

S.No.	Year	Course/ Paper	Lectures, etc.		API Score
			UGC norm	Exceeded by	
Total API score (maximum 10 points/ year)					

4: 1(79)

(iii) Reading of Instructional material consulted and additional knowledge resources provided to students

S.No.	Year	Course/ Paper	Resource		Additional Resource provided	API Score
			Consulted	Prescribed		
Total API score						
Based on Preparation and imparting of knowledge/ instruction as per curriculum & syllabus requirement by providing additional resources to Students (maximum 20 points/ year)						

(iv) Use of participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc.

S.No.	Year	Short Description	API Score
Total API Score (Max Score 20 points/ year)			

(v) Examination Duties Assigned and Performed

S. No.	Year	Type of Examination Duty	University/ College	API Score
Total API Score (Maximum Score 25 points/ year)				

CATEGORY-II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following

S.N o.	Year	Type of Activity	API Score
(i) Extension, Co-curricular & field based Activities			
Total API Score (Max: 20/ year)			
(ii) Contribution to Corporate Life and Management of the Institution			
Total API Score (Max:15/ year)			
(iii) Professional Development Activities			

B. Books/ Chapters published in Books/ Proceedings of Conferences/ knowledge based serial volumes, etc.

S. No.	Title with page nos.	Book Title, Editor & Publisher	ISSN/ISBN No..	Whether Peer Reviewed	No. of Authors	Whether sole/ main author/ editor	API Score

Please use additional sheets if required

III C(I) Ongoing Research Projects

S. No.	Title	Funding Agency	Period	Major/ Minor	Number of research staff	API Score

III C(ii) Ongoing Consultancy Projects

S. No.	Title	Consultancy Grantee	Period	Amount mobilized in	API Score

III C (iii) Completed Projects outcome/ output/ patent/ technology transfer, etc.

S. No.	Title	Funding Agency	Period	National/ International	API Score

III C (iv) International Research Collaborations

S. No.	Title	Funding Agency National/ International	Period	API Score

4: 1(34)

III D Research Guidance (Give number of candidates in each case. API score can be claimed only for one of these categories for each candidate)

Level of guidance	Registered	Submitted	Degree awarded	API Score
M.Phil./M.Tech./LLM Equivalent				
Ph.D. or Equivalent				

III E (i) Participation in Refresher Courses/ Training Courses/ Workshops, etc.

S. No.	Programme	Duration	Organizers	API Score

III E (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

S. No.	Title of the paper presented	Title of Conference/ Seminar	Organised by	Whether international/ national/ state/ regional/ college or university level	API Score

III E (iii) Invited Lectures and Chairmanships at national or international conference/ seminar, etc.

S. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc	Organised by	Whether International/ national	API Score

III (F) Organisation of Refresher Courses/ Training Courses and Conference/ Seminar/ Workshop

S. No.	Programme	Duration	Whether International/ national/regional/University level	API Score

III. (G) Award/ Honours/ Recognitions/ Fellowships

S. No	Details of the Award/Honour/Recognition/Fellowships	International/National/ State Level	API Score

III (H) Peer Reviewing of books, research papers, project reports, etc.

S.No.	Details of Book/research Article/project report Reviewed	API Score

III H Post Doctoral Fellowship/ Visiting Professor/ Scientist/ Associate, etc. abroad

S. No.	Details of Post Doctoral Fellowship, etc.	API Score

III (J) Editorial boards of research journals with ISSN/ISBN No

S.No.	Name of the Journal	Editor/Associate Editor/Member	API Score

IV. SUMMARY OF API SCORES

S.No.	Criteria	API Score for Assessment period
I	Teaching Learning and Evaluation related activities	
II	Co-curricular, Extension, Professional development etc	
	Total I +II	
III	Research and Academic Contribution	
	Total API Score (i+ii+iii)	

PART C: OTHER RELEVANT INFORMATION

Please give details of any other significant contributions not included above

S.No.	Details (Mention year, value etc, where relevant)

LIST OF ENCLOSURES (Please attach copies of certificates, sanction orders, papers etc wherever necessary)

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

I certify that the information provided is correct as per records available with the university and/ or documents enclosed along with the duly filled PBAS proforma.

Signature

Place
Date

Signature of Head of the Department/ Centre/ Forwarding Authority

Place
Date

Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Annexure-III, appended to Regulation RE-1 of the University. I.1-1.5 are based on the API scoring for Category I. Detailed information for 2010-11 or most recent assessment year is to be provided. II.1 to II-3 are based on Category II. Detailed information for 2010-11 or most recent assessment year is to be provided. IIIA-1 is based on Category III. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per the relevant tables annexed to Regulation RE-1 and self-assessment scores are to be given. For each category, even though several avenues of activities and their API scores are given to provide choice/ opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/ area is indicated in the respective places.

The self-assessment scores are subject to verification by the university, and by the Screening cum Verification Committee or Selection Committee as the case may be

NORTH-EASTERN HILL UNIVERSITY, SHILLONG

ACADEMIC PERFORMANCE INDICATORS (API) FOR DIRECT RECRUITMENT/ CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF TEACHERS UNDER PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

Summary of API Scores

API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for selection committees in 2011-2012, annual averages of two years in 2012-2013 and so on. But for Category III, scores will be computed for the entire assessment period.

TABLE 1A- CATEGORY I: Teaching, Learning and Evaluation Related Activities

Sl.	Indicators	API Score
1	Lectures/ Seminars/ Practical/ Tutorials/ Contact hours taken as percentage of lecture hours assigned. No score should be assigned if a teacher has taken less than 80% of the assigned classes. Up to 10 % exemption shall be given for periods of leave where alternative teaching arrangements have been made. Duty leave on University assigned duty not to be treated as absence from lecture	100% - 50 points 80% - 40 points <80% - 0 points
2	If a teacher takes classes exceeding UGC norm, two points to be assigned for each extra contact hour	Max Score 10 points
3	Two points for providing each additional resource over and above the prescribed study material	Max Score 20 points
4	a. Use of participatory and innovative teaching methodologies (teaching-learning process with materials for problem based learning, case studies, group discussions, role play, etc) = 10 points b. Updating of subject content & course improvement = 10 points c. Use of modern technology in Teaching-Learning process with computer –aided methods like Power Point/ Multimedia/ Simulation/ Software etc , (Use of any one of these in addition to Chalk and Board)= 5 points d. Developing and imparting Remedial/ Bridge Courses (Each course)= 5 points e. Developing and imparting soft skills/ communication skills/ personality development courses/ modules (Each activity) = 5points f. Developing and imparting specialized teaching-learning programmes in physical education, library, innovative compositions and creations in music, performing and visual arts and others = 10 points	Max Score. 20 points
5	a. Examination duties: College/ University end semester/ annual examination work as per duties allotted. (Invigilation – 2 points, Evaluation of answer scripts – 10 points, Question paper setting – 5 points). b. Internal/ continuous assessment work as allotted (100% compliance = 10 points) c. Examination work such as coordination, or flying squad duties, etc. = 10 points	Max Score 25 points
Total Score		125
Minimum API Score Required		75

TABLE 1B- CATEGORY I: Teaching, Learning and evaluation Related Activities for Science Education, Physical Education and Sports disciplines

Sl.	Indicators	API Score
1	Management of Science Education, Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Science education, Physical Education and Sports) (20 Points) Lecture cum practice based Science demonstration/ athlete/ sports classes, seminars undertaken as percentage of allotted hours (20 Points)	Max Score: 40 points
2	Extending services, science education/ sports facilities and training on holidays to the institutions and organisations	Max Score: 10 points
3	Organizing and conducting sports and games competitions/ Science exhibitions at the International / National/ State/ Inter University/ Inter Zone Levels (25 Points) Organizing and conducting coaching camps/ sports person development/ training programmes/ science training programmes (15 Points)	Max Score: 40 points
4	Up gradation of scientific and technological knowledge in Science Education, Physical Education and Sports (5 Points) Identifying scientific/ sports talents and Mentoring scientific/ sports excellence among students (10 points)	Max Score: 20 points
5	Development and maintenance of play fields and other sports facilities/ science education related models/ museum etc	Max Score: 15 points
Total Score		125
Minimum API Score Required		75

TABLE 2- CATEGORY II: Co-curricular, Extension & Professional development related Activities

SI No.	Indicators	Max. score
1	a. Institutional Co-curricular activities for students such as field studies/ educational tours/ sports tours and training, industrial training and placement activity (1 point/ day) b. Positions held/ Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, NSO, Science Olympiad or any other similar activity (Each position 10 points) c. Students and Staff Related Socio-cultural and Sports Programmes, Campus Publications (Departmental level 2 points each, University/ College level 5 points each) d. Community work such as values of National Integration, Environment, Social and gender issues, Human Rights, peace, scientific temper; disaster relief, small family norms, etc. (5 points each)	20
2	a. Contribution to Corporate life in University/ College through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 points each) b. Institutional administrative responsibilities like, Dean, HoD, Warden, IQAC Co-coordinator, Proctor, Coordinator of University programmes or any other additional responsibility, etc. (10 points each). c. Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee, Students Welfare, Counselling etc (5 points each) d. Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities. (15 points)	15
3	a. Membership in profession related committees at state and national level (At national level: 5 points each. At state level: 2 points each) b. Participation in subject related associations, conferences, seminars without paper presentation (Each activity : 2 points) c. Participation in short term training courses of less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance, sports and physical education etc. (Each activity: 5 points) d. Activities such as publication of articles in newspapers, magazines or other publications (not covered in category III); radio talks; television programmes, etc. (Each activity: 2 points)	15
Total Score		50
Minimum API Score required		15

TABLE 3-CATEGORY III: Research, Publications and Academic Contributions

Sl.No.	Particulars	Points
III. A	RESEARCH PAPERS/ PUBLICATIONS*	
	i. Refereed Journals**	15/ publication
	ii. Non-refereed but recognized and reputed journals/ periodicals having ISBN/ ISSN numbers	10/ publication
	iii. Refereed journals/ periodicals without ISBN/ ISSN numbers	8/ publication
	iv. Conference proceedings, etc (full papers only, no abstracts)	8/ publication
III. B	OTHER PUBLICATIONS (Books, book chapters, other than refereed journal articles) Note: in case of joint editors/ authors, points shall be shared equally	
	i. Subject Related Books/ Monographs Published by International Publishers with an established peer review system	
	a) Sole Author	50/ book
	b) Sole Editor	30/ book
	c) Chapter in edited Book	15/ chapter
	ii. Subject related Books/ Monographs by National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers	
	a) Sole Author	40/ book
	b) Sole Editor	20/ book
	c) Chapter in edited Book*	10/ chapter
	iii. Subject related Books/ Monographs by other local publishers with ISBN/ ISSN numbers	
	a) Sole Author	15/ book
	b) Sole Editor	10/ book
	c) Chapter in edited Book*	3/ chapter
	iv. Subject related Books/ Monographs published by other local publishers without ISBN/ ISSN number	
	a) Sole Author	10/ book
	b) Sole Editor	7/ book
	c) Chapter in edited Book*	2/ chapter
	v. Chapters contributed to edited knowledge based serial volumes published by International Publishers (e.g. Annual Reviews etc) *	15/ chapter
	vi. Chapters in knowledge based serial volumes published by Indian/ National level publishers with ISBN/ ISSN numbers *	10/ chapter
	vii. Editing of the Proceedings of Seminar/ Symposia/ Conference/ Workshop, etc In case of co-editors, points to be shared in the ratio of 70:30	
	a) International Level (Sole Editor)	25/ publication
	b) National Level (Sole Editor)	15/ publication
	c) Regional Level/ State Level (Sole Editor)	10/ publication
III. C	RESEARCH PROJECTS	
	i. Completed/ Ongoing Sponsored Projects (In case of joint projects, PI shall get 70% and Co-PI(s) shall share 30% points equally)	
	a) Major Project (minimum duration 3 years and with at least one research staff sanctioned)	20/ project
	b) Major Project (less than three years duration)	15/ project
	c) Minor Project (minimum duration 6 months)	10/ project
	ii. Completed/ Ongoing Consultancy Projects (In case of joint projects, Principal Consultant shall get 70% and Co-Consultant(s) shall share 30% points equally)	
	a) Grants mobilized with a minimum of Rs. 10 Lakhs for Science and Technology and minimum of Rs. 2 Lakhs for others	10/ project
	iii. Projects Outcome/ Output: Patent/ Technology transfer/ Product/ Process (for Science and Technology) and Major Policy document of Govt. Bodies at Central/ State level (for others). In case of Joint output points are to be shared in 70:30 ratio.	
	a) International Level	50/outcome
	b) National Level/ State Level	30/ outcome
	iv. International Research Collaboration funded by National/ International bodies	20 pints
III. D	RESEARCH GUIDANCE (For joint supervision points are to be shared in 70:30 ratio)	
	i. M. Phil./ LL.M / M. Tech. and equivalent (Degree awarded only)	5/ candidate
	ii. Ph. D. and equivalent (Degree awarded only)	20/ candidate
	iii. Ph. D. and equivalent (Thesis submitted)	15/ candidate
	iv. Ph.D. scholar registered	5/ candidate

III. E	PARTICIPATION IN TRAINING COURSES/ CONFERENCES/ SEMINARS/ WORKSHOPS		
	i. Refresher courses, Methodology workshops Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes, Coaching programmes		
	a) Duration two weeks or more		20/ course
	b) Duration one week		10/ course
	c) Less than one week		5/ course
	ii. Participation and Presentation of research papers (oral/ poster) in Conferences/ Seminars/ workshops etc (If a paper presented is published in the form of Proceedings, the points would accrue for the publication under III (A) and not under presentation III (E)).		
	a) International conference etc.		10/ presentation
	b) National conference etc.		8/ presentation
	c) Regional/State level conference etc		5/ presentation
	d) Local -University/College level conference etc.		3/ presentation
	iii. Invited lectures or presentations in Conferences/ Seminars/ Training Courses/ Refresher Courses/ Orientation Courses or chairmanship/ co-chairmanship in Conferences/ Seminars, etc.		
	a) International Level		15/lecture, etc.
	b) National Level		10/ lecture, etc.
c) Regional Level		5/ lecture, etc.	
d) Local- University/College Level (2 per lecture/ chairmanship)		2/ lecture, etc.	
III. F	TRAINING COURSES/ CONFERENCE/ SEMINAR/WORKSHOP ORGANISED		
	i. Refresher courses, Methodology workshops, Training Course, Summer/ Winter School/ Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes, Coaching programmes. For Joint Co-ordination points to be shared in 70: 30 ratio.		
	a) Duration two weeks or more		3/ course
	b) Duration one week		2/ course
	c) Duration less than one week		1/ course
	ii. Seminar/ symposia/ conference/ workshop organized. In case of Co-convener/ Jt. Organizing Secretary points to be shared in 70: 30 ratio.		
	a) International		3/ seminar
	b) National		2/ seminar
	c) Regional		1/ seminar
	d) State level		1/ seminar
III. G	AWARDS/ HONOURS/ RECOGNITIONS (PROFESSION RELATED)		
	a) International level honour/ recognition/ award		3/ award
	b) National level honour/ recognition/ award		2/ award
	c) Regional level honour/ recognition/ award		1/ award
	d) State level honour/ recognition/ award		1/ award
III. H	POST DOCTORAL FELLOWSHIP/ VISITING PROFESSOR/ VISITING ASSOCIATESHIP ETC. ABROAD		
	i. More than One month duration		2 points
	ii. Less than one month		1 points
III. I	PEER REVIEWING OF PAPERS/ PROJECT PROPOSAL/ EVALUATION OF PROJECT COMPLETION REPORT		
	a) For Refereed International Journals		3/ peer review
	b) For refereed National and reputable journals and periodicals, having ISBN/ ISSN numbers		2/ peer review
	c) Evaluation of Project Completion		2/ report
	d) Evaluation of Project Proposals		1/ report
III. J	EDITOR/ EDITORIAL BOARD MEMBER OF JOURNALS WITH ISSN/ISBN NUMBER		
	a) Editor of International Journal		3 points
	b) Editor of National Journal		2 points
	c) Editorial Board Member International Journal		2 points
	d) Editorial Board Member National Journal		1 points

*When there are two or more authors for a given publication, the API scores shall accrue as follows:

Two authors publications - First/ Principal author/ corresponding author/ supervisor/ mentor (50% each). However, if the second author is other than corresponding author/ supervisor/ mentor then the points shall be shared in ratio 60/40.

Three authors publications - First/ Principal author and supervisor or mentor shall get 40% each and third author shall get 20%.

4: 1(93)

Multi authors publications - the First/ Principal/ Teacher author and the corresponding author/ supervisor/ mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

**The API score for paper in refereed journal would be augmented as follows (i) Indexed journals by 5 points, (ii) Journals with impact factor between 1 and 2 by 10 points, (iii) Journals with impact factor between 2 and 5 by 15 points, (iv) Journals with impact factor between 5 and 10 by 25 points, (v) Journals with impact factor above 10 by 30 points. Further, the API score for publications shall be augmented by 1 point for each non-self citation

The University shall draw through committee(s) of subject experts (a) a comprehensive list of National /Regional level journals of quality in the concerned subject(s), and (b) a comprehensive list of Indian language journals/ periodicals/ official publication volumes of language bodies and upload them on the University website

TABLE 4- Minimum API Scores required and weightage to be assigned for direct recruitment to various positions

Position	Qualification	API Score Required	Selection/ Expert Committee criteria/ weightage (Total weightage =100)	
			Criterion	weightage
Assistant Professor/ equivalent cadres/ Assistant Librarian (Stage 1)	Minimum qualification as stipulated in the Regulation	nil	1. Assistant Professor and equivalent a. Academic Record 40% b. Research Performance 10% c. Assessment of domain knowledge and teaching skills 30% d. Interview performance 20% 2. Assistant Librarian a. Academic record 25% b. Teaching/ computation and communication skills by a Lecture demonstration 30% c. Record of Library management skills 25% d. Interview performance 25% 3. Assistant Director Physical Education and Sports a. Track Record of championship won 30% b. Sports and athletic skills 40% c. Interview performance 30%	
Associate Professor/ equivalent cadres/ Deputy Librarian (Stage 4)	Minimum qualification as stipulated in the Regulation	Consolidated API score of 300 points from category III	1. Associate Professor and equivalent a. Academic background 20% b. Research Performance based on API score and quality of publications 40% c. Assessment of domain knowledge and teaching skills 20% d. Interview performance 20% 2. Deputy Librarian a. Library related Research/ Theme Papers Evaluation (3 Nos) 50% b. Library automation skills and Organisational Plans 20% c. Interview performance 30% 3. Deputy Director of Physical Education and Sports a. Research Papers Evaluation (3 Nos) 40% b. Organisational skills/ Plans of sports 30% c. Interview performance 30%	
Professor/ equivalent cadres/ Librarian (Stage 5)	Minimum qualification as stipulated in the Regulation	Consolidated API score of 400 points from category III.	1. Professor and equivalent a. Academic background 20% b. Research Performance based on API score and quality of publications 40% c. Assessment of domain knowledge and teaching skills 20% d. Interview performance 20% 2. University Librarian a) Library Research papers evaluation (Five number) 60% b) organisational track record of innovation of library service	

			and vision plan	20%
			c) Interview performance	20 %
			3. Director of Physical Education and Sports	
			a Research papers evaluation (5 nos)	50%
			b Organisational track vision plan	25%
			c Interview performance	25%

TABLE 5- Minimum API scores required for promotion of teachers and equivalent cadres (Library and Physical Education and Sports, etc.) under Career Advancement Scheme (CAS) and weightage for assessment.

Stage	Percentage Distribution of Weightage Points in the Assessment (Total weightage = 100 Minimum required for promotion is 50)	Teaching-learning, Evaluation Related Activities (Category-I)	Co-curricular, Extension and Profession related activities (Category-II)	Minimum total average annual Score under Categories I and II	Research and Academic Contribution (Category III)	Expert Assessment System
Assistant Professor/ equivalent cadres (Stage 1 to Stage 2)	No separate points Screening Committee to verify API scores	75/Year	15/Year	100/Year	40/ assessment period	Screening Committee
Assistant Professor/ equivalent cadres (Stage 2 to Stage 3)	No separate points Screening Committee to verify API scores	75/Year	15/Year	100/Year	100/ assessment period	Screening Committee
Assistant Professor equivalent cadres (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	30%-Contribution to Research 50% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance					
Deputy Librarian/ Assistant Librarian (selection Grade) (Stage 3 to Stage 4)	30% - Library related research papers evaluation, 50% - Assessment of domain knowledge on Library automation and Organisational skills; 20%- Interview performance.	75/Year	15/Year	100/Year	90 per assessment period	Selection Committee
Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), Stage 3 to Stage 4	30% - Research evaluation 50% - Assessment of domain knowledge and skills in sports 20 % - Interview performance					
Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	50%-Contribution to Research 30% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance					
Librarian (Stage 4 to Stage 5)	50% -Library publication work;					

	30% -Assessment of innovative Library service and organisation of digital library services. 20%- Interview performance	75/Year	15/Year	100/Year	120 per assessment period	Selection Committee
Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), (Stage 4) to Director of Physical Education (Stage 5)	50% - Research evaluation. 30 % - Assessment of domain knowledge contribution and organisation track record with vision plan. 20 % - Interview performance					
Professor (Stage 5) to Professor (Stage 6)	50% - Research. 50 % - Performance evaluation and other credential by referral procedure	75/Year	15/Year	100/Year	500/ assessment period	Expert Committee

Note 1: Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note 2: Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and HAG respectively

Proposed amendment to Regulation RE-6 COUNTING OF PAST SERVICE FOR THE PURPOSE OF CAREER ADVANCEMENT SCHEME

Existing	Proposed
<p>A. The following criteria shall apply for counting of past Service for the purpose of Career Advancement Scheme from outside the University</p> <p>Previous service, without any breaks as a Lecturer or equivalent in a University, College, National Institute, Laboratory, or other research organizations e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR will be counted for placement of Lecturer in Senior Scale/ Selection Grade/ Reader provided that</p> <ol style="list-style-type: none"> i. the post was in an equivalent grade/ scale of pay as the post of Lecturer/ Reader, ii. the qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer/ Reader. iii. the candidate applied through proper channel, iv. the concerned Lecturers possessed the minimum qualifications prescribed by the UGC for appointments as Lecturer/ Reader. v. the post was filled in accordance with the prescribed selection procedure as laid down by the University/ State Government/ Central Government/ Institutions regulations. vi. the appointment was not ad-hoc or in a leave vacancy of less than one year duration. Service of such appointment for one year or more can be counted provided: <ol style="list-style-type: none"> (a) The ad-hoc service under such appointments was for more than one year duration, (b) The incumbent was appointed on the recommendation of a duly constituted Selection Committee, and (c) The incumbent was selected to the permanent post in continuation with ad-hoc appointment, without any break 	<p>A. The following criteria shall apply for counting of past Service for the purpose of Career Advancement Scheme from outside the University.</p> <p>Previous service, without any breaks as a Lecturer or equivalent in a University, College, National Institute, Laboratory, or other research organizations e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR will be counted for placement of Lecturer/Assistant Professor in next stage/ Associate Professor provided that</p> <ol style="list-style-type: none"> i. the post was in an equivalent grade/ scale of pay as the post of Lecturer/ Assistant Professor/ Reader/ Associate Professor, ii. the qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer/ Assistant Professor/ Reader/ Associate Professor, iii. the candidate applied through proper channel, iv. the concerned Lecturer/ Assistant Professor/ Reader/ Associate Professor possessed the minimum qualifications prescribed by the UGC for appointments as Lecturer/ Assistant Professor/ Reader/ Associate Professor, v. the post was filled in accordance with the prescribed selection procedure as laid down by the University/ State Government/ Central Government/ Institutions regulations. vi. the appointment was not ad-hoc or in a leave vacancy of less than one year duration. Service of such appointment for one year or more can be counted provided: <ol style="list-style-type: none"> (a) The ad-hoc service under such appointments was for more than one year duration, (b) The incumbent was appointed on the recommendation of a duly constituted Selection Committee, and (c) The incumbent was selected to the permanent post in continuation with ad-hoc appointment, without any break
<p>B. (i) To avoid hardships to those who have completed more than the total number of years in their entire service for eligibility in the cadre, a promotee will be placed in the next higher cadre/ category from his/her date of eligibility for the promotion as per UGC norms issued from time to time.</p>	<p>B. (i) To avoid hardships to those who have completed more than the total number of years in their entire service for eligibility in the cadre, a promotee will be placed in the next higher cadre/stage/ category from his/her date of eligibility for the promotion as per UGC norms issued from time to time</p>

5:1:1(1)

5: - ACADEMIC MATTERS:

5:1 - Statutes/Ordinances/Regulations & Rules:

- (i) Amendment to the existing rules on Travel grants and grants for organizing seminar and conference etc.

The Pro-Vice-Chancellor, NEHU, Shillong vide his letter No:121 dt.20/12/2010 at Annexure 'A' has submitted the report of the Committee which include a draft regulation, rule and format for application for grants which is placed at Annexure 'B'.

The matter is placed before the Council for consideration.

No - 121
dt. 20th Dec, 2010

The Committee constituted to examine the amendments to the existing rules on travel grants and grants for organizing conferences under the merged schemes has submitted its report which include a draft regulation and draft rule, and format for application for grants.

The Committee has done a commendable job. The report of the Committee and its enclosures will require to be discussed in the Academic Council.

The Report and enclosures may be forwarded to the DR Conference for inclusion as an agenda for the next AC.

~~VC~~

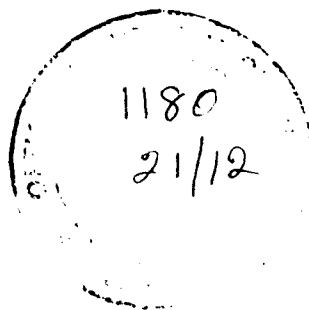
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14/11





**SCHOOL OF PHYSICAL SCIENCES
NORTH-EASTERN HILL UNIVERSITY
UMSHING, SHILLONG 793022**

No.F.DSPS/70/Travel Grants on Sem/Conf/10/1532

Dated: 16th December 2010

From:-

Prof. R.K. Poddar,
Dean, School of Physical Sciences,
NEHU, Shillong.

To,

The Pro Vice-Chancellor,
NEHU, Shillong.

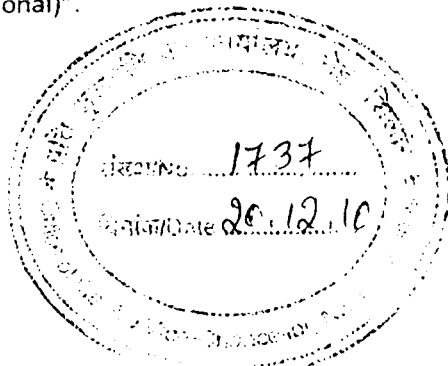
Sub: Amendment to the existing rules on Travel Grants and Grants for organizing Seminars and Conferences etc.

Ref: No.PL-198/Utilization/XIth Plan Grant/Merged Scheme/2010/576 Dated: 20/06/10.

Sir,

With references to the above mentioned Notification, Members of the Committee met on 08/09/10, 24/09/10, 03/12/10 and 15/12/10. The Committee after due deliberations proposed the following:

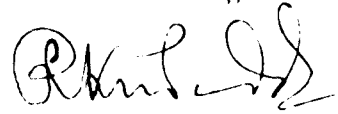
- (i) Regulation "On Selection of teachers attending Conferences/Seminars/Symposia etc"
Note : Appropriate number to the Regulation may be provided,
- (ii) Format of "Application to be submitted by teachers seeking financial assistance from the University for attending Conferences/Seminar/Symposium",
- (iii) Rules on Extending Financial Support for Organising Conferences/Seminars/Symposia/ Workshops,
Note: Appropriate number and its placement in the NEHU Ordinance may be assigned, since this is a newly proposed document.
- (iv) Format of "Application to be submitted by teachers seeking financial assistance for organizing Conferences/Seminar/Symposium/Workshop (Regional/National/ International)".



The above mentioned documents are submitted for consideration and necessary action.

Thanking you,

Yours faithfully,



(R.K. Poddar)

Chairman

Copy to:

1. Prof. P. Nayak, member of the Committee
2. Prof. N. Kumar, member of the Committee
3. Deputy Registrar (Planning) – Convener of the Committee (Document is also provided in a CD)
4. P.A. to the Registrar for Registrar's kind information.

**ON SELECTION OF TEACHERS ATTENDING CONFERENCES/SEMINARS/
SYMPOSIA ETC.**

(Under Ordinance OB – 2)

Financial Assistance shall be provided to teachers applying for Travel Grant to attend Conference etc. abroad (international in nature) or in the country (international, national or regional in nature) as per the following provisions

- Selection 1.** (i) Selection shall be made by the Deans' Committee;
- (ii) Selection shall be made on the basis of application submitted by a teacher on a prescribed proforma duly recommended and forwarded by the Head of the Department/Centre and the Dean of the concerned School, at least three months before the date of the Conference etc. The application shall be accompanied with a copy of the letter of acceptance/invitation and a copy of the paper for presentation.

Eligibility

- Criteria 2.** (i) A teacher shall be eligible for consideration after s/he has served the University for a continuous period of one year after her/his appointment.
- (ii) No teacher shall be considered for selection for a Conference abroad for a second time before the expiry of a period of three years from an earlier visit abroad availing the grant. However, such a condition may not apply for attending a Conference held in the country.
- (iii) A teacher who has published at least three research papers in research journals/books during three years preceding the date of applications.
- (iv) Preference will be given to a teacher who has been sanctioned part financial assistance by a Government organization, an academic body, a research or development organization.

Allocation of Grant:

3. Allocation of Grant to the teacher shall be made as per the guidelines issued by the UGC in this regard from time to time.



NORTH-EASTERN HILL UNIVERSITY
NEHU CAMPUS SHILLONG 793 022

Application to be submitted by teachers seeking financial assistance from the University for attending Conference/Seminar/Symposium etc.

I General

1. Name :
2. Designation :
3. Department/Centre :
4. Date of Joining NEHU :
5. Name of the organizer of the Conference/Seminar/Symposium :
6. Nature of the Conference, etc
International (abroad / in the Country)/
National/Regional
7. Title of the Conference, etc :
8. Venue of the Conference, etc :
9. Dates of the Conference, etc :

II Information regarding Conferences etc. attended during the last three years (separate sheet may be attached)

Title of the Conference etc.	Abroad/ in the Country	Date and venue of the Conference, etc.	Nature of Participation	Source of Financial support

III Academic information

1. Papers published during the last three years (a separate sheet may be attached)

Sl.No	Title	Journal / Book	Year of Publication	Co-author (s) if any

2 **Nature of participation:**

Presenting a paper/presiding over a session/
delivering keynote address/plenary lecture/any other (specify)

3 **Paper/lecture to be presented/delivered:**

- (a) Title :
(b) Co-author (s), if any :

IV Nature of Assistance Required :

1. Conference etc. held abroad :

- (i) Air fare : Rs.
(ii) Maintenance : Rs.
(iii) Airport tax : Rs.
(iv) Visa fee : Rs.
(v) Registration fee : Rs.

2. Conference etc. held in the Country:

- (i) Travel : Rs.
(ii) Registration : Rs.

3. Details of financial support sought / obtained from other source :

Funding Agency	Amount Sought	Amount Sanctioned

Date :

Place :

Signature

V Recommendation of the Head of the Department/Centre :

1. Whether eligibility criteria as prescribed under relevant NEHU Regulation are fulfilled: Yes/No
2. Whether alternative teaching arrangements shall be made in the department /centre during the absence of the applicant Yes/No
3. Recommended /Not recommended :

Date:

Signature with Seal

VI Recommendation of the Dean of the School

Recommended / Not recommended :

Date:

Signature with Seal

VII Note by the University office:

No. of teachers already supported by the University from the concerned
Department/Centre for the Conference etc.(abroad) /in the Country during the financial
year

Signature

**Rules on Extending Financial Support for Organising Conferences/Seminars/
Symposia/Workshops**

1. The University shall provide financial support for Organising Conferences/ Seminars/ Symposia/Workshops.
 2. The following criteria may be followed:
 - (i) Department/Centre organizing a programme for the first time,
 - (ii) Department/Centre not being able to hold the sanctioned programme due to unavoidable circumstances, to be recorded,
 - (iii) Department/Centre organizing a programme after a gap of three years,
 - (iv) Programmes that are likely to give new awareness and break new grounds,
 - (v) Programmes in the emerging areas of research
 3. The maximum assistance to be provided for organizing the programme shall be as below:

(i) International	Rs 75,000/-
(ii) National	Rs 50,000/-
(iii) Regional	Rs 35,000/-
 4. The financial assistance could be used under the following heads of expenditure:
 - (i) TA/DA
 - (ii) Local Hospitality
 - (iii) Transport, Stationery, Secretarial Assistance, Typing and Photocopying and other contingent expenditures
 5. The application in the prescribed form must be submitted at least three months prior to the date of organizing the programme alongwith the recommendations of the Head of the Department/Centre and the Dean of the concerned School.
 6. The registration fee charged from the participants may not exceed the amount mentioned below:

(i) International	Rs. 2000/-
(ii) National	Rs. 1000/-
(iii) Regional	Rs. 500/-
- Note: In case of workshop, the amount of registration fee may vary between Rs. 500/- 3000/- depending upon its nature and duration.
7. The Programme Coordinator shall submit the accounts of expenditure to the University within three months of the completion of the programme.

NORTH-EASTERN HILL UNIVERSITY
NEHU CAMPUS, SHILLONG 793 022

**Application to be submitted by teachers seeking financial assistance for organizing
 Conference/Seminar/Symposium/Workshop (Regional/National/International)**

1. Programme proposed to be organized :
2. Title/Topic of the Programme :
 (Note: Scope and objectives of the proposed Programme me be provided on a separate sheet)
3. Venue of the Programme :
4. Date and duration of the Programme :
5. Name, Designation and Address of the Programme Coordinator :
6. Number of participants expected :
 - (i) Local :
 - (ii) Outstation :
 - (iii) Foreign :
7. Names and address of the Resource Persons :
 - (i) Local :
 - (ii) Outstation :
 - (iii) Foreign :
 (Please attach a separate sheet)
8. Estimated expenditure :
 (Indicate amount of expenditure to be incurred on TA/DA, Hospitality, Transport, Stationery, Secreterial Assistance, Typing and Photocopying, and other contingent expenditure etc)

Sl. No.	Item	Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	Total:	

Cont -

9. Funding from other agencies

Sl.No.	Organisation	Amount Sought	Amount Sanctioned

10. Amount expected from the University . Rs

Date:

Signature

Recommendation of the Head
of the Department/Centre:

Recommended/Not Recommended

Date:

Signature with Seal

Recommendation of the Dean of the School:

Recommended/Not Recommended

Date:

Signature with Seal

5:1:3(1)

- (iii) UGC Regulations on minimum Qualification for appointment of Teachers and other Academic Staff in Universities Colleges and measures for the maintenance of standards in higher education (1st Amendment) Regulations-2011.

The Secretary UGC has forwarded the Notification No.F.1-2/2009(EC/PS)pt.II dt. February, 2011 on the said subject and placed at Annexure 'A'

The matter is placed before the Academic Council for consideration.



**University Grants Commission
Bahadur Shah Zafar Marg
New Delhi 110002**

F-1-2/2009(EC/PS)pt.II

February, 2011

To

The Vice Chancellor
University of Science & Technology,
Meghalaya

*Reg.
for Placement
in next AC/EC
07 MAR 2011
22/3/11*

Subject: UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, (1st Amendment) Regulations-2011.

Sir/ Madam,

In partial modification in UGC Regulations issued vide letter No.F3-1/2009 dated 30th June, 2010 on the above subject, I am to say that the Commission at its meeting held on 3rd February, 2011(item No.2.03) approved the first amendment Regulations-2011 to UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2010. A copy of the notification No.F-1-2/2009(EC/PS) Pt.II dated February, 2011 being sent to the Manager, Govt. of India Press, Civil Lines, Delhi for publication in the Gazette of India is attached.

It is requested that the amendments in the UGC Regulations-2010 may also be brought to the notice of the institutions / colleges affiliated to your university.

Yours faithfully, <

(Dr. K. Gunasekaran)
**(Dr. K. Gunasekaran)
Secretary**

Encl: As above.

*AO (PS)
13/17*

ER (G.S.H. I) / R.K. G.S.H. II

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22/3/11

*791
22/3/11*

**UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF
TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES
AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER
EDUCATION, 2010. (1st Amendment) Regulations 2011**

**To be published in the Gazette of India
Part III, Section-4**

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110002**

F-1-2/2009(EC/PS)pt.II

February, 2011

NOTIFICATION

In exercise of the powers conferred under clause (e) and (g) of sub-section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956) the University Grants Commission hereby makes the following Regulations to amend the UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2010, namely:-

2. Short Title, Application and Commencement:

- (I) These Regulations may be called UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, (1st amendment), Regulation, 2011.
- (II) They shall apply to every university established or incorporated by or under a Central Act, Provincial Act or a State Act, every institution including a constituent or an affiliated college recognized by the Commission, in consultation with the university concerned under Clause (f) of Section 2 of the University Grants Commission Act, 1956, and every institution deemed to be a university under Section 3 of the said Act.
- (iii) They shall come into force with immediate effect.

3. "In the University Grants Commission Minimum Qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education 2010, wherever the following para occurs:

"Pay Band-4(Rs.37400-67000) with grade pay of Rs.12000 per month"

5:1:3(4)

It should be substituted with the following:-

"Pay Band-4(Rs.37400-67000) with grade pay of Rs.12000 per month has been replaced by the new HAG scale of Rs.67000(Annual Increment @3%)-79000 with no grade pay. The AGP of Rs.12000 per month does not exist anymore. Other conditions of eligibility to move the above scale of pay will remain the same. However, the ceiling of 10% of such posts in the Central Universities and the criteria for eligibility and for performance evaluation for this will remain unchanged.


(K.Gunasekaran)
Secretary

To
The Assistant Controller
Publication Division
Government of India
Urban Development Ministry
Civil Lines
Delhi-110054

5:1:4(1)

- (iv) UGC Regulations on minimum Standards and Procedure for the award of M.Phil/Ph.D Degree, Regulations 2009. And clarification on guidelines for admission in Ph.D

The UGC letter No.F.1-1/2002(PS)/Exemp.Part file-III dt. 10.3.2011 on the above subject is placed at Annexure 'A' and UGC Guideline on minimum Standards and Procedure for the award of M.Phil/Ph.D Degree, Regulations 2009 at Annexure 'B'.

The matter is placed before the Council for consideration.



University Grants Commission
Bahadur Shah Zafar Marg
New Delhi 110002

BY SPEED POST

No.F.1-1/2002(PS)/Exemp. Part file-III

March, 2011

The Vice Chancellor
University of Science & Technology,
Meghalaya

10 MAR 2011

Subject: UGC Regulations on Minimum Standards and Procedure for the award of M.Phil/Ph.D Degree, Regulations 2009. And clarification on guidelines for admission in Ph.D

Sir /Madam,

In continuation of this office letter of even number dated 12.6.2009 UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D Degree) Regulations 2009, notified in the Gazette of India on 11-17th July, 2009, I am, directed, to say that the same criteria for admission to Ph.D should be followed in respect of NET qualified candidates also as is being followed for persons having qualifications as laid down under procedure for admission in para 9 (i) of the aforementioned UGC (Minimum Standards and Procedure for award of M.Phil/Ph.D Degree) Regulations 2009.

The contents of this letter may be brought to the notice of all the affiliated / recognized Colleges / Institutions of your University for information.

Yours faithfully,

B.K. Singh

(B.K.Singh)

Deputy Secretary

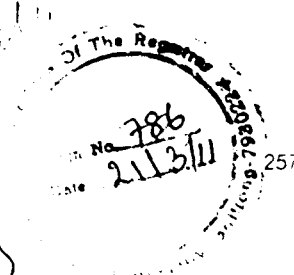
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UNIVERSITY GRANTS COMMISSION

UGC (MINIMUM STANDARDS AND PROCEDURE FOR AWARDS OF M.PHIL/PH.D. DEGREE),
REGULATION, 2009

New Delhi-110002, the 1st June 2009

F. 1-1/2002 (PS) Exemp.—In exercise of the powers conferred by clause (c) & (g) of sub-section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby makes the following Regulations, namely :—

Short Title, Application and Commencement :

1. These regulations may be called University Grants Commission (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree), Regulations 2009.
2. They shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under clause (1) of Section 2 of the University Grants Commission Act, 1956, and every Institution deemed to be a University under section 3 of the said Act.
3. They shall come into force with effect from the date of their publication in the Gazette of India.
4. All Universities, Institutions, Deemed to be Universities and Colleges/Institutions of National Importance shall be eligible for conducting M.Phil. and Ph.D. Programmes.
5. Notwithstanding anything contained in these Regulations or any other Rule or regulation, for the time being in force, no University, Institution, Deemed to be University and College/Institution of National Importance shall conduct M.Phil. and Ph.D. Programmes through distance education mode.

ELIGIBILITY CRITERIA FOR M. PHIL/PH.D. SUPERVISOR

6. All Universities, Institutions, Deemed to be Universities and Colleges/Institutions of National Importance shall lay down the criteria for the faculty to be recognized as Research Supervisor both for M.Phil. and Ph.D. Programmes.
7. All Universities, Institutions, Deemed to be Universities and Colleges/Institutions of National Importance shall lay down and decide on annual basis, a predetermined and manageable number of M.Phil. and doctoral students depending on the number of the available eligible Faculty Supervisors. A Supervisor shall not have, at any given point of time, more than Eight Ph.D. Scholars and Five M.Phil. Scholars.
8. The number of seats for M.Phil. and Ph.D. shall be decided well in advance and notified in the University website or advertisement. All Universities, Institutions, Deemed to be Universities and Colleges/Institutions of National Importance shall widely advertise the number of available seats for M.Phil./Ph.D. studies and conduct admission on regular basis.

PROCEDURE FOR ADMISSION

9. (i) All Universities, Institutions, Deemed to be Universities and Colleges/Institutions of National Importance shall admit M.Phil. doctoral students through an Entrance Test conducted at the level of individual University, Institution, Deemed to be University, College/Institution of National Importance. The University may decide separate terms and conditions for those students who qualify UGC/CSIR (JRF) Examination/SLET/GATE/teacher fellowship holder or have passed M.Phil. Programme for Ph.D. Entrance Test. Similar approach may be adopted in respect of Entrance Test for M.Phil. Programme.
- (ii) It shall be followed by an interview to be organized by the School/Department/Institution/University as the case may be.
- (iii) At the time of interview, doctoral candidates are expected to discuss their research interest/area.
- (iv) Only the predetermined number of students may be admitted to M.Phil./Ph.D. programme.

- 10 The admission to the Ph.D Programme would be either directly or through M.Phil Programme.
11. While granting admission to students to M.Phil/Ph.D. Programmes, the Department/Institute/School will *pay due attention to the National/State Reservation Policy*

ALLOCATION OF SUPERVISOR

12. The allocation of the supervisor for a selected student shall be decided by the Department in a formal manner depending on the number of student per faculty member, the available specialization among the faculty supervisors, and the research interest of the student as indicated during interview by the student. The allotment/allocation of supervisor shall not be left to the individual student or teacher.

COURSE WORK

13. After having been admitted, each M.Phil/Ph.D student shall be required by the Universities, Institutions, Deemed to be Universities and Colleges/Institutions of National Importance, as the case may be, to undertake course work for a minimum period of one semester. The course work shall be treated as pre M.Phil/Ph.D preparation and must include a course on research methodology which may include quantitative methods and Computer Applications. It may also involve reviewing of published research in the relevant field. The individual Universities, Institutions, Deemed to be Universities and Colleges/Institutions of National Importance, as the case may be, shall decide the minimum qualifying requirement for allowing a student to proceed further with the writing of the dissertation.

If found necessary, course work may be carried out by doctoral candidates in sister Departments/ Institutes either within or outside the University for which due credit will be given to them.

EVALUATION AND ASSESSMENT METHODS

14. Upon satisfactory completion of course work and research methodology, which shall form part & parcel of M.Phil/Ph.D. Programme, the M.Phil/Ph.D Scholar shall undertake research work and produce a draft thesis within a reasonable time, as stipulated by the Institution concerned.
15. Prior to submission of the thesis, the student shall make a pre-M.Phil/Ph.D presentation in the Department that may be open to all faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor.
16. Ph.D candidates shall publish one research paper in a referred Journal before the submission of the thesis/monograph for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint.
17. The thesis produced by the M.Phil/Ph.D student in the Institutions/Departments and submitted to the University, Institution, Deemed to be University, College/Institution of National Importance, as the case may be, shall be evaluated by at least two experts, out of which at least one shall be from outside the State. It shall be upto the University, Institution, Deemed to be University, College/Institution of National Importance concerned to have one examiner from outside the Country.
18. On receipt of satisfactory evaluation reports, M.Phil/Ph.D students shall undergo a viva voce examination which shall also be openly defended.

DEPOSITORY WITH UGC

19. Following the successful completion of the evaluation process and announcements of the award of M.Phil/Ph.D, the University shall submit a soft copy of the M.Phil/Ph.D thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.
20. Alongwith the Degree, the Degree awarding University, Institution Deemed to be University, College/ Institution of National Importance, as the case may be, shall issue a Provisional Certificate certifying to the effect that the Degree has been awarded in accordance with the provisions to these Regulations of the UGC.

R. K. CHAUHAN
Secy., U.G.C.

5:1:5(1)

- (v) Amendment of Statute 18, Ordinance OA-8 and OA-9.

The Draft amendment of Statute 18, Ordinance OA-8 and OA-9 is placed at Annexure 'A'.

The matter is placed before the Council for consideration.

Existing**THE NORTH-EASTERN HILL UNIVERSITY
STATUTES**

- Board of Studies** 18. (1) Each Department shall have two Boards of Studies, one for Post-Graduate Studies and the other for Under-Graduate Studies.
- (2) The constitution of a Board of Post-Graduate Studies and the term of office of its members shall be prescribed by the Ordinances.
- (3) The functions of a Board of Post-Graduate Studies shall be to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the concerned School Board in the manner prescribed by the Ordinances:
- (a) courses of studies and appointment of examiners for Post Graduate courses, but excluding research degrees;
- (b) appointment of supervisors of research and,
- (c) measures for the improvement of the standard of Post-Graduate teaching and research:
- Provided that the above functions of a Board of Post-Graduate Studies shall, during the period of three years immediately after the commencement of this Act, be performed by the Department.
- (4) The constitution and functions of a Board of Under-Graduate Studies and the term of office of its members shall be prescribed by the Ordinances.

Amended**THE NORTH-EASTERN HILL UNIVERSITY
STATUTES**

- Board of Studies** 18. (1) Each subject shall have a Board of Studies, dealing with both Post-Graduate and Under Graduate Studies.
- (2) The constitution of a Board of Studies and the term of office of its members shall be prescribed by the Ordinances.
- (3) The functions of a Board of Studies shall be to approve subjects for research for various degrees and to recommend to the concerned School Board in the manner prescribed by the Ordinances:
- (a) courses of studies and appointment of examiners, paper setters etc. but excluding research degrees;
- (b) appointment of supervisors of research; and,
- (c) measures for the improvement of the standard of teaching and research.

Existing**THE NORTH-EASTERN HILL UNIVERSITY
ORDINANCES**

OA - 3

ON THE BOARDS OF POST-GRADUATE STUDIES*Under Section 26 (1) (k) of the NEHU Act, 1973
read with clause (2) of Statute 18*

- Constitution**
1. The Board of Post Graduate Studies of each Department shall comprise
 - i. Head of the Department;
 - ii. All Professors of the Department;
 - iii. Two Readers and two Lecturers of the Department by rotation, on the basis of seniority;
 - iv. One teacher each from other departments within the School having common courses with the Department;
 - v. Not more than two teachers teaching allied or cognate subjects in other schools nominated by the Vice-Chancellor on the recommendations of the Department concerned; and,
 - vi. Not more than three persons nominated by the Board of the School who have specialised knowledge in the discipline of the concerned Department and who are not employees of the University or any of its affiliated or recognised institutions.

Provided that ordinarily one person each should be from the North-East, Eastern India and others from rest of the country.

Amended**THE NORTH-EASTERN HILL UNIVERSITY
ORDINANCES**

OA - 3

ON THE BOARD OF STUDIES*Under Section 26 (1) (k) of the NEHU Act, 1973
read with clause (2) of Statute 18*

- Constitution**
1. The Board of Studies of each subject shall comprise
 - i. Head of the Department;
 - ii. All Professors of the Department;
 - iii. Two Readers and two Lecturers of the Department by rotation, on the basis of seniority;
 - iv. One teacher each from other departments within the School having common courses with the Department;
 - v. Not more than two teachers teaching allied or cognate subjects in other schools nominated by the Vice-Chancellor on the recommendations of the Department concerned; and
 - vi. Not more than three persons nominated by the Board of the School who have specialised knowledge in the discipline of the concerned Department and who are not employees of the University or any of its affiliated or recognised institutions.

Provided that ordinarily one person each should be from the North-East, Eastern India and others from rest of the country.

- vii. Five teachers from affiliated colleges engaged in teaching the subject concerned nominated by the School of studies; and

If subject is not taught at University level, then composition of the Board will be as follows:

Term of Office	2. The term of office of members, other than the Head of the Department and the Professors, shall be three years; however, such members who are also members of the Department can be re-nominated if the number of teachers in the Department is not large enough for rotation.	a. Three persons not below the rank of Reader to be appointed by the Academic Council, one of whom shall be appointed as Chairman by the Vice-Chancellor provided that he should be a member of the Academic Council.
Chairman	3. Head of the Department shall be the Convenor and Ex-officio Chairman of the Board.	b. Five teachers from affiliated colleges engaged in teaching the subject concerned nominated by the School of Studies.
Functions	<p>4. Functions of the Board shall be :</p> <p>i. to recommend to the Board of the School, post-graduate courses of studies offered by the Department;</p> <p>ii. to recommend to the School Board appointment of examiners for the post-graduate courses, other than for research degrees, in accordance with the provisions of the Regulations about examinations of the University;</p> <p>iii. to approve subjects for research for various degrees;</p> <p>iv. to recommend to the concerned Board of Research Studies, through the School Board, applications of students as candidates for the Doctorate Degree along with the details of the subjects proposed to be investigated by the applicants;</p> <p>v. to recommend to the Board of Research Studies the names of teachers in the department to be appointed as supervisors of research;</p>	<p>c. Two external experts nominated by the Vice-Chancellor on the recommendation of the Chairman of the School of Studies, of whom one should ordinarily be a person from the North-Eastern Region.</p> <p>Provided further that for subjects for which there is no teaching at the Post-Graduate level in any University in India, the Vice – Chancellor may nominate a maximum of three persons, who in his opinion, possess the requisite expertise.</p>
	Term of Office	2. The term of office of members, other than the Head of the Department and the Professors, shall be three years; however, such members who are also members of the Department can be re-nominated if the number of teachers in the Department is not large enough for rotation.
	Chairman	3. Head of the Department shall be the Convenor and Ex-officio Chairman of the Board.
	Functions	<p>4. Functions of the Board shall be :</p> <p>i. to recommend to the Board of the School, post-graduate/under-graduate courses of studies offered by the Department</p> <p>ii. to recommend to the School Board appointment of examiners, paper setters etc.</p>

	<ul style="list-style-type: none"> vi. to recommend to the Board of the School measures for the improvement of post-graduate teaching and research in the Department; and, vii. to perform such other functions as may be assigned to it by the Board of the School, the Academic Council, the Executive Council and the Vice-Chancellor. 	<p>for the post-graduate/under graduate courses, other than for research degrees, in accordance with the provision of the Regulations about examinations of the University;</p> <ul style="list-style-type: none"> iii. to approve subjects for research for various degrees; iv. to recommend to the concerned Board of Research Studies, through the School Board, applications of students as candidates for the Doctorate Degree along with the details of the subjects proposed to be investigated by the applicants;
Quorum	<p>5. The quorum for the meeting of the Board shall be one-third of the total membership of the Board.</p>	<ul style="list-style-type: none"> v. to recommend to the Board of Research Studies the names of teachers in the department to be appointed as supervisors of research;
Meetings	<p>6. The Board shall hold at least two ordinary meetings in an academic year, one in each semester. Notice of the meetings of the Board shall be issued at least 14 days before the date fixed for the meeting.</p>	<ul style="list-style-type: none"> vi. to recommend to the Board of the School measures for the improvement of post-graduate/under graduate teaching and research in the Department; and
Minutes	<p>7. The Chairman of the Board shall keep the Minutes of the meetings of the Board.</p>	<ul style="list-style-type: none"> vii. to perform such other functions as may be assigned to it by the Board of the School, the Academic Council, the Executive Council and the Vice-Chancellor.
Rules of Business	<p>8. The rules of conduct of the meeting shall be as may be prescribed by regulations in this regard.</p>	
		<p>Quorum 5. The quorum for the meeting of the Board shall be one-third of the total membership of the Board.</p>
		<p>Meetings 6. The Board shall hold at least two ordinary meetings in an academic year, one in each semester. Notice of the meetings of the Board shall be issued at least 14 days before the date fixed for the meeting.</p>
		<p>Minutes 7. The Chairman of the Board shall keep the Minutes of the meetings of the Board.</p>
		<p>Rules of Business 8. The rules of conduct of the meeting shall be as may be prescribed by regulations in this regard.</p>

Existing**THE NORTH-EASTERN HILL UNIVERSITY
ORDINANCES****OA-9****ON THE BOARD OF UNDER-GRADUATE STUDIES**

*Under Section 26(1) (k) of the NEHU Act, 1973
read with Clause (4) of Statute 18*

Short Title 1. There shall be a Board of Under-Graduate Studies for each subject taught at the degree level.

Constitution of the Board 2. Each Board shall comprise not less than nine members. The constitution of the Board shall be as follows:

- i. The Head of the University Department teaching the subject (Chairman, Ex-officio);
- ii. Professors in the Department;
- iii. One Reader in the Department by rotation;
- iv. One Lecturer in the Department by rotation.
- v. Five teachers from affiliated colleges engaged in teaching the subject concerned nominated by the School of studies; and
- vi. Two outside experts nominated by the Vice-Chancellor on the recommendation of the Head of the Department of whom one shall ordinarily be a person from the North-Eastern Region. Provided that where there is no teaching at the University Department for which the Board of Under-Graduate Studies is to be constituted, the constitution shall be as follows:
 - a. Three persons not below the rank of Reader to be appointed by the Academic Council, one of whom shall be appointed as Chairman by the Vice-Chancellor

Amended**Deleted.**

	<p>Deleted.</p>
Term of office	<p>provided that he should be a member of the Academic Council.</p> <p>b. Five teachers from affiliated colleges engaged in teaching the subject concerned nominated by the School of Studies.</p> <p>c. Two external experts nominated by the Vice-Chancellor on the recommendation of the Chairman of the School of Studies, of whom one should ordinarily be a person from the North-Eastern Region.</p> <p>Provided further that for subjects for which there is no teaching at the Post-Graduate level in any University in India, the Vice – Chancellor may nominate a maximum of three persons, who in his opinion, possess the requisite expertise.</p> <p>3. Members of the Board of Under-Graduate Studies shall hold office for a period of three years or such period as may be fixed at the time of appointment.</p>
Chairman	<p>4. The Head of the Post-Graduate Department, where existing, shall be the Chairman of the Board. In his absence, the Chairman shall be elected by the members of the Board. The Chairman shall preside over all meetings of the Board; and in his absence, at any particular meeting, the members present shall elect their own Chairman.</p>
Powers and Functions	<p>5. The powers and functions of the Board shall be:</p> <p>i. to recommend to the Academic Council panel of names suitable for appointment as examiners including paper-setters, etc., in the subject with which it deals in accordance with the provisions of Regulations about examinations of the University;</p>

Deleted

- ii. to recommend text books where necessary ;
- iii. to consult specialists who are not members of the Board;
- iv. to make recommendation to the Academic Council in regard to the syllabi of the courses of study and examinations in the subject with which it deals;
- v. to recommend to the Academic Council measures for improvement of the standard of under-graduate courses and teaching in the subject; and
- vi. to consider and report on any matter referred to it in accordance with the Statutes, Ordinances and Regulations of the University by the Executive Council, the Academic Council, the Dean of the School or the Professor and Head of the Post-Graduate Department concerned.

Meetings

- 6. i. Meetings of the Board of Studies shall be convened by the Chairman of the Board.
- ii. Special meetings may be called by the Chairman on his own or on the request of the Dean of the School or at the suggestion of the Vice-Chancellor or on a written request from at least four members of the Board.
- iii. Notice of the meetings of the Board shall be issued by an Administrative Officer of the Registrar's Office to be nominated by the Vice-Chancellor at least three weeks before the date fixed for the meetings.

Quorum

- 7. Four members of the Board shall form a quorum.

Rules of	8. The rules of Business conduct of meetings shall be as may be prescribed by a Regulation in this regard.	Deleted
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5:1:6(1)

(vi) Amendment of Statute 2-(A)(2)

The Draft proposal for amendment of Statute of the University under Clause 2(A)(2) on the Powers and duties of the Vice-Chancellor is placed at Annexure 'A'

The matter is placed before the Council for consideration.

Existing	Proposed amendment
<p align="center">The Statutes of the University</p>	<p align="center">The Statutes of the University</p>
<p>The Vice-Chancellor 2(A) (1) i) The Vice-Chancellor shall be a whole time salaried officer of the University.</p> <p>ii) The Vice-Chancellor shall be appointed by the Visitor from a panel of not less than three persons who shall be recommended by a Committee consisting of three members. Provided that, if the Visitor does not approve of any of the persons so recommended, he may call for fresh recommendations.</p> <p>iii) Two members of the Committee shall be persons not connected with the University or an institution recognized by, or associated with the University, nominated by the Executive Council and one member shall be a person nominated by the Visitor who shall also be the Convener of the Committee.</p> <p>(2) The Vice-Chancellor shall hold office for a term of five years from the date on which he enters upon his office and shall be eligible for reappointment for not more than another term.</p> <p>Provided that notwithstanding the expiry of the said period of five years, he shall continue in office until his successor is appointed and enters upon his office.</p>	<p>The Vice-Chancellor 2(A) (1) i) No change.</p> <p>ii) No change.</p> <p>iii) No change.</p> <p>(2) No change.</p> <p>Provided that if a new Vice-Chancellor has not been appointed by the time of expiry of the said period of five years, he/she shall hand over charge to the senior-most Professor.</p>
<p>Contd...P/2</p>	

P/2

Provided further that the Visitor may direct that a Vice-Chancellor, whose term of office has expired, shall continue in office for such period, not exceeding a total period of one year, as may be specified in the direction

No change.

5:1:7(1)

- (vii) Representation of Prof. H.K.Mukherjee, on the amendment of Ph D. Ordinance OC-4 and regulation RC-23

The matter related to the said representation have been discussed in the AC Standing committee and the comments of the committee placed at Annexure 'A' and the letter from Vice-Chancellor is placed at Annexure 'B' along with representation of Prof. Mukherjee at Annexure 'C' with his enclosure at Annexure 'D' & 'E'.

The matter is placed before the Council for consideration.



NORTH-EASTERN HILL UNIVERSITY

Department of Geography, Permanent Campus, Umsing-Mawkynroh, Shillong-793022, INDIA
☎ 91-0364- 2723203 (O)/ 91-364-2520702, Email: acmohapatra@nehu.ac.in, acmohapatra@yahoo.co.uk

Dr. A. C. Mohapatra, Ph.D.
Professor, Chair, AC Standing Committee

NO. AC/SC/14/2009-016
September 27, 2010

The Vice Chancellor
North-Eastern Hill University
Chairperson, NEHU Academic Council
Shillong- 793022

*PVC Shillong
A.C. Mohapatra
27/9/10*

Sub: Matter related to representation of Prof H.K.Mukherjee, Head, Dept of Mathematics, NEHU, Shillong

Sir,

In light of your reference of the above matter, the AC Standing Committee met on 25.9.2010 and resolves as follows:

After carefully considering the matter the Committee is of the opinion that

- (a) Since NEHU operate separate two research degrees, i.e. M.Phil & Ph.D programmes of studies, admission to one may not be sufficient to be considered as admission to the other programme, unless it is an integrated one (as in JNU, New Delhi, e.g) and as has been suggested in UGC Gazette (clause 10) of July 2009. Since, NEHU did not visualise the programmes as one integrated programme, the Committee considers the idea premature at this point of time.
- (b) Since, as per the UGC Gazette there is a ceiling on the total number of Ph.D and M.Phil intakes by a supervisor, the automatic admission from M.Phil to Ph.D programme will subvert the maximum ceilings stipulated in the UGC Gazette, the un-amended OC-4 as well as the amended provisions of OC-4.
- (c) Further, the relevant Ordinances (OC-4 & OC-5) were amended only in the 83th Meeting of the Academic Council held on May 28 & 31st, and as per Academic Councils own decision, no amendments could be brought forth within 6 months of an Ordinance having come into effect and the current amendments are yet to be notified.

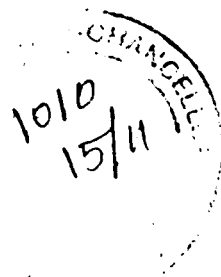
Therefore, the Committee could not agree to the suggestion coming from the Department of Mathematics, though this might have arisen out of special circumstances of that Department in the instant case.

Thanking you,

Yours faithfully,

A.C.Mohapatra
Chair, AC Standing Committee

*Received back from
P. F. Mohapatra on 15/11/10
15/11/10
3AS to VC for VC's personal
Mx
24/11/10*



1636
15.11.10

North - Eastern Hill University
SHILLONG 793 022

No. NEHU-VCF/3-21/10-263
13th September, 2010

I have received the enclosed letter, along with the enclosures, from Prof. H.K. Mukherjee, Head, Department of Mathematics regarding amendment of Ph.D. ordinance OC-4 and regulations RC-23. These may please be examined and your comments with regard to the suitability of this issue may please be forwarded to me for inclusion as an agenda item in the forthcoming Academic Council (AC) meeting scheduled to be held on 1st October '10. It may also be verified whether the same issue was discussed and decided during the last six months or so.

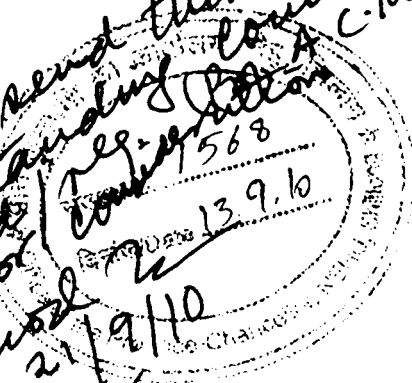
As the agenda items for the AC are being prepared, I would appreciate your views within next 3-4 days.

Pranod Barua
Vice-Chancellor 13/9/10

Pro-Vice-Chancellor

Prof. A.C. Mahapatra

Please send this to the standing committee on Ord./Reg. Amendment
568
13.9.10
V.C.



The provisions suggested by Prof. Mukherjee are in the UGC Ordinance/Regulations. It may be useful to include them in our Ordinance/Regulations. The only push is - since we have the Ordinance/Regulations only in the last AC, is it too early to make amendments now?
13/9/10

No. 919

13th September, 2010

To

The Chairman,
Academic Council,
NEHU, Shillong

Sub: Request for including an agenda item, "suitable provisions as per UGC notifications to be made in the Ph.D ordinance /regulations OC-4/RC-23", in the forthcoming AC meeting to be held on 1st October 2010

Ref: (1) UGC (MINIMUM STANDARDS AND PROCEDURE FOR AWARDS OF M PHIL/PH D DEGREE), REGULATIONS, 2009, AS NOTIFIED IN THE GAZETTE OF INDIA, JULY 11, 2009(ASADHA 20, 1931). (Copy enclosed)

(2) UGC letter F No. 1-1/2002 (PS) Pt file-III, dated August, 2009 (Copy enclosed)

Sir,

Please include an agenda item, "suitable provision, as per UGC notifications, to be made in the Ph.D ordinance/regulations OC-4/RC-23", in the forthcoming AC meeting to be held on 1st October 2010, as per the details below:

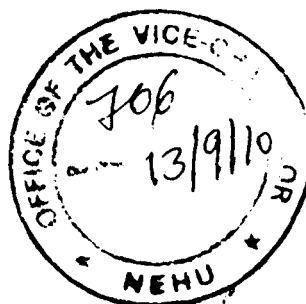
1. The clause 10 of UGC (MINIMUM STANDARDS AND PROCEDURE FOR AWARDS OF M PHIL/PH D DEGREE), REGULATIONS, 2009, AS NOTIFIED IN THE GAZETTE OF INDIA, JULY 11, 2009(ASADHA 20, 1931) states that "The admission to the Ph.D. Programme would be either directly or through M.Phil. Programme."
2. This clause has been clarified in para five of the UGC letter F No. 1-1/2002 (PS) Pt file-III, dated August, 2009 (which is in fact an amendment of the UGC's Gazette Notification referred to above in point 1), as follows. " It is also hereby clarified that where the admission at the M.Phil. has been through an entrance examination and course work has been prescribed at the M.Phil. level, such M.Phil. candidates when admitted to the Ph.D programmes shall not be required to undertake entrance examination or course work and it shall be considered to have complied with the UGC (Minimum standards and procedure for awards of M.Phil/Ph.D Degree), Regulations, 2009 subject to the specific compliance of other requirements of the said Regulations and particularly the provisions as contained in Regulation 9 and Regulations 13 to 18 thereof."

In the light of these, suitable provisions should be made in the Ph.D ordinance/regulations OC-4/RC-23.

I request you, therefore, to please include the above (very urgent matter) as an agenda item this in the forthcoming meeting of the academic council to be held on 1st October, 2010

Thanking you

(H. R. Mukerjee)
Head, Department of Mathematics,
NEHU, Shillong



UNIVERSITY GRANTS COMMISSION

UGC (MINIMUM STANDARDS AND PROCEDURE FOR AWARDS OF M.PHIL/PH.D. DEGREE),
REGULATION, 2009

New Delhi-110002, the 1st June 2009

F. 1-1/2002 (PS) Exemp.—In exercise of the powers conferred by clause (e) & (g) of sub-section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby makes the following Regulations, namely :—

Short Title, Application and Commencement :

1. These regulations may be called University Grants Commission (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree), Regulations 2009.
2. They shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under clause (1) of Section 2 of the University Grants Commission Act, 1956, and every Institution deemed to be a University under section 3 of the said Act.
3. They shall come into force with effect from the date of their publication in the Gazette of India.
4. All Universities, Institutions, Deemed to be Universities and Colleges/Institutions of National Importance shall be eligible for conducting M.Phil. and Ph.D. Programmes.
5. Notwithstanding anything contained in these Regulations or any other Rule or regulation, for the time being in force, no University, Institution, Deemed to be University and College/Institution of National Importance shall conduct M.Phil. and Ph.D. Programmes through distance education mode.

ELIGIBILITY CRITERIA FOR M. PHIL./PH.D. SUPERVISOR

6. All Universities, Institutions, Deemed to be Universities and Colleges/Institutions of National Importance shall lay down the criteria for the faculty to be recognized as Research Supervisor both for M.Phil. and Ph.D. Programmes.
7. All Universities, Institutions, Deemed to be Universities and Colleges/Institutions of National Importance shall lay down and decide on annual basis, a predetermined and manageable number of M.Phil. and doctoral students depending on the number of the available eligible Faculty Supervisors. A Supervisor shall not have, at any given point of time, more than Eight Ph.D. Scholars and Five M.Phil. Scholars.
8. The number of seats for M.Phil. and Ph.D. shall be decided well in advance and notified in the University website or advertisement. All Universities, Institutions, Deemed to be Universities and Colleges/Institutions of National Importance shall widely advertise the number of available seats for M.Phil./Ph.D. studies and conduct admission on regular basis.

PROCEDURE FOR ADMISSION

9. (i) All Universities, Institutions, Deemed to be Universities and Colleges/Institutions of National Importance shall admit M.Phil. doctoral students through an Entrance Test conducted at the level of individual University, Institution, Deemed to be University, College/Institution of National Importance. The University may decide separate terms and conditions for those students who qualify UGC/CSIR (JRF) Examination/SLET/GATE/teacher fellowship holder or have passed M.Phil. Programme for Ph.D. Entrance Test. Similar approach may be adopted in respect of Entrance Test for M.Phil. Programme.
- (ii) It shall be followed by an interview to be organized by the School/Department/Institution/University as the case may be.
- (iii) At the time of interview, doctoral candidates are expected to discuss their research interest/area.
- (iv) Only the predetermined number of students may be admitted to M.Phil./Ph.D. programme.

2-14961/09

- 10 The admission to the Ph.D Programme would be either directly or through M.Phil Programme.
11. While granting admission to students to M.Phil/Ph.D. Programmes, the Department/Institute/School will pay due attention to the National/State Reservation Policy

ALLOCATION OF SUPERVISOR

12. The allocation of the supervisor for a selected student shall be decided by the Department in a formal manner depending on the number of student per faculty member, the available specialization among the faculty supervisors, and the research interest of the student as indicated during interview by the student. The allotment/allocation of supervisor shall not be left to the individual student or teacher.

COURSE WORK

13. After having been admitted, each M.Phil/Ph.D student shall be required by the Universities, Institutions, Deemed to be Universities and Colleges/Institutions of National Importance, as the case may be, to undertake course work for a minimum period of one semester. The course work shall be treated as pre M.Phil/Ph.D preparation and must include a course on research methodology which may include quantitative methods and Computer Applications. It may also involve reviewing of published research in the relevant field. The individual Universities, Institutions, Deemed to be Universities and Colleges/Institutions of National Importance, as the case may be, shall decide the minimum qualifying requirement for allowing a student to proceed further with the writing of the dissertation.

If found necessary, course work may be carried out by doctoral candidates in sister Departments/Institutes either within or outside the University for which due credit will be given to them.

EVALUATION AND ASSESSMENT METHODS

14. Upon satisfactory completion of course work and research methodology, which shall form part & parcel of M.Phil/Ph.D. Programme, the M.Phil/Ph.D Scholar shall undertake research work and produce a draft thesis within a reasonable time, as stipulated by the Institution concerned.
15. Prior to submission of the thesis, the student shall make a pre-M.Phil/Ph.D presentation in the Department that may be open to all faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor.
16. Ph.D candidates shall publish one research paper in a referred Journal before the submission of the thesis/monograph for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint.
17. The thesis produced by the M.Phil/Ph.D student in the Institutions/Departments and submitted to the University, Institution, Deemed to be University, College/Institution of National Importance, as the case may be, shall be evaluated by at least two experts, out of which at least one shall be from outside the State. It shall be upto the University, Institution, Deemed to be University, College/Institution of National Importance concerned to have one examiner from outside the Country.
18. On receipt of satisfactory evaluation reports, M.Phil/Ph.D students shall undergo a viva voce examination which shall also be openly defended.

DEPOSITORY WITH UGC

19. Following the successful completion of the evaluation process and announcements of the award of M.Phil/Ph.D, the University shall submit a soft copy of the M.Phil/Ph.D thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.
20. Alongwith the Degree, the Degree awarding University, Institution Deemed to be University, College/Institution of National Importance, as the case may be, shall issue a Provisional Certificate certifying to the effect that the Degree has been awarded in accordance with the provisions to these Regulations of the UGC.

R. K. CHAUHAN
Secy., U.G.C.

Ref (2)



**University Grants Commission
Bahadur Shah Zafar Marg
New Delhi 110002**

F. No. 1-1/2002 (PS) Pt file-III

August, 2009

The Vice Chancellor
[Central university, State university and Deemed to be university]

Sub.: A) UGC (Minimum qualifications required for the appointment and career advancement of teachers in universities and institutions affiliated to it) 3rd amendment, Regulation, 2009.

B) UGC (Minimum standards and procedure for awards of M.Phil/Ph.D degree) Regulation 2009.

Sir/Madam,

As you are aware that University Grants Commission framed the UGC [minimum qualifications required for the appointment and career advancement of teachers in universities and institutions affiliated to it] [3rd amendment] Regulation,2009 as well as the UGC [minimum standards and procedure for awards of M.Phil/Ph.D. Degree] Regulation,2009, which were circulated vide Commission's earlier letter No. F.1-1/2002[PS] Exemp. dated 12th June, 2009.

Now, the both the above mentioned Regulations have been published in the Gazette of India, no.28 dated July 11-July17,2009 in Part III, Section 4. Thus, both the UGC Regulations have come into force with their publication in the Gazette of India. A copy of both the above mentioned Regulations duly published in the Gazette of India is enclosed for information and necessary action.

This is to further inform you that in terms of the provisions of the UGC [minimum qualifications required for the appointment and career advancement of teachers in universities and institutions affiliated to it] [3rd amendment] Regulation,2009, the Commission has initiated the process of identifying candidates of various institutions, who have been awarded Ph.D. Degree in compliance of the provisions of the UGC [minimum standards and procedure for awards of M.Phil/Ph.D. Degree]. Regulation,2009, so as to exempt them from the requirement of minimum eligibility condition of NET/SLET for recruitment and appointment of Assistant Professor or equivalent positions in various universities, colleges and institutions.

T.T.C.

However, since, the above process is likely to take time, therefore, keeping in view the public interest and the interest of students at large in expediting the filling up of vacant posts in various universities, colleges and institutions, the Commission has decided, as an ad hoc measure, to leave it to the concerned universities, colleges and institutions to decide as to whether the Degree of Ph.D. awarded to various candidates is in compliance of the provisions of UGC (Minimum standards and procedure for awards of M.Phil/Ph.D. Degree) Regulation, 2009, so as to exempt them from the requirement of minimum eligibility condition of NET/SLET for recruitment and appointment of Assistant Professor or equivalent positions in their universities, colleges and institutions

It is also hereby clarified that where the admission at the M.Phil. has been through an entrance examination and course work has been prescribed at the M.Phil. level, such M.Phil. candidates when admitted to the Ph.D programmes shall not be required to undertake entrance examination or course work and it shall be considered to have complied with the UGC (Minimum standards and procedure for award M.Phil / Ph.D Degree) Regulation, 2009 subject to the specific compliance of other requirements of the said Regulation and particularly the provisions as contained in Regulation 9 and Regulation 13 to 18 thereof.

In other cases, where a candidate has done M.Phil. from one university and moves to another university for Ph.D., the new university may give credit and exempt for the course work done in the previous university. However, such a candidate will have to appear in the entrance test as applicable to a fresh candidate directly joining Ph.D.

The above procedure will apply in case of those candidates who have also obtained Ph.D. degree from abroad.

This is to further inform that those presently working as teachers in ad hoc capacity but are not NET qualified shall be given a time period of two years (i.e. four attempts at NET) to qualify in the NET/SLET and during this period of time of two years, colleges and universities may not fill teaching posts presently held by them on ad hoc basis on regular basis.

Yours faithfully

(Dr. K.C. Pathak)
Joint Secretary

Encl.: As above

Copy to :

The Education Secretaries of all states and Union Territories

(Dr. K.C. Pathak)
Joint Secretary

20/11/2011

K.P.

5:1:8(1)

- (viii) **Amendment of Ordinance OB-15 "On Rajiv Gandhi Chair for Studies in Protective Discrimination"**

Prof. A.C.Mahapatra, Chairman, AC Standing Committee vide letter No.ACSE/14/2009-017 dt. 27.9.2010 (placed at Annexure 'A') forwarded the draft proposal for Amendment of Ordinance OB-15 On Rajiv Gandhi Chair for Studies in Protective Discrimination is placed at Annexure 'B'.

The matter is placed before the Council for consideration.



NORTH-EASTERN HILL UNIVERSITY

Department of Geography, Permanent Campus, Umsing-Mawkyntroh, Shillong-793022, INDIA
☎ 91-0364- 2723203 (O)/ 91-364-2520702, Email: acmohapatra@nehu.ac.in, acmohapatra@yahoo.co.uk

Dr. A. C. Mohapatra, Ph.D.
Professor, Chair, AC Standing Committee

NO. ACSC/14/2009-017
September 27, 2010

The Vice Chancellor
North-Eastern Hill University
Chairperson, NEHU Academic Council
Shillong- 793022

*PVC Shillong
Kamod Zunder
27/9/10*

Sub: Agenda-Amendments to Ord. OB-15 'On Rajiv Gandhi Chair for Studies in Protective Discrimination'

Sir,

The matter regarding amendments to the above Ordinance was brought to the Committee by the DR (Academic) in light of the consequences of 6th UGC Pay Commission revisions.

The Committee considered the above matter on its meeting of 25.9.2010 and suggest the following amendments:

- (1) Since the existing age-limit for the incumbent to the Chair was 65 years, in light of the change in retirement age of Professors to 65 w.e.f 2007, the Committee recommends, commensurate with the spirit of the existing provision, Clause 4(i) may be amended to read as follows:
"A distinguished Professor equivalent to a National Professor in any discipline relevant to 'Protective Discrimination' shall be appointed for a period of 3 (three) years till she/he completes the age of 70 years of age, whichever is earlier."
- (2) Since, the Chair visualised a salary structure in near equivalence to that of a Director of a National Institute (Rs.26000/-Fixed), the Committee suggests that this may now be raised to Rs.70,000/- (fixed) month with amendments to clause 5(i) as follows:
"The Rajiv Gandhi Professor shall be paid a salary of Rs.70,000/- (Rupees Seventy thousand)- fixed per month plus the usual allowances as admissible"

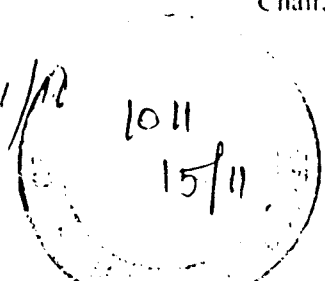
Since, these amendments may be necessary so that the recruitment to the Chair could be started, I request you to kindly consider placing the matter for consideration of the Academic Council.

Thanking you,

Yours faithfully,

A.C. Mohapatra
A.C. Mohapatra
Chair, AC Standing Committee

*Received back from
P. Pandey on 15/11/10
J.P. 2010
15/11/10
20/11/10*



*1633
15.11.10*

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB-15

ON THE RAJIV GANDHI CHAIR
FOR STUDIES IN PROTECTIVE DISCRIMINATION*Under Section 5(23) read with Section 26 (1) (g) of NEHU Act 1973*

- | | | |
|-----------------------------------|----|---|
| Short Title | 1. | The Endowment shall be called 'The Rajiv Gandhi Chair for Studies in Protective Discrimination' and shall be administered by the North-Eastern Hill University (hereinafter to be referred to as the University) |
| Objective | 2. | The objective of the Endowment shall be to create the Rajiv Gandhi Chair for Studies in Protective Discrimination and to carry out research work relating to 'Protective Discrimination' the result of which shall be published by the University in an appropriate form to be devised by the Deans' Committee of the University and the copyright of which shall vest with the University |
| Endowment | 3. | <p>i. The Endowment grant of Rs 45.0 lakhs (forty five lakhs) shall be invested in long term deposit with a nationalised bank</p> <p>ii. The expenditure in connection with the salary and allowance of the incumbent of the Chair shall be met out of the interest accrued to the endowment in a particular year. The balance of interest in a year, after meeting the expenses, shall be added to the corpus of the endowment</p> <p>iii. The Chair shall carry a contingency grant of Rs 2.09 lakhs (Rupees two lakhs and nine thousand) only per annum to enable the incumbent to meet the requirements of assistance in his/her research and travel etc. as may arise in the course of the work. This grant also shall be met from the interest accrued to the endowment in a particular year</p> <p>iv. A lump sum of Rs 2.00 lakhs (Rupees two lakhs) on one time basis, as Non-Recurring Expenditure, shall be available to the University to develop infrastructure etc. for the Chair</p> |
| Operation of the Endowment | 4. | <p>i. A distinguished Professor equivalent to a National Professor in any discipline relevant to 'Protective Discrimination' shall be appointed for a period of 3(three) years till he/she completes <u>65 years of age</u>, whichever is earlier</p> <p>ii. The Professor so appointed to the Chair shall be designated as 'The Rajiv Gandhi Professor' and his/her headquarters shall be Shillong</p> |

70 years

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB-15 Contd.

- iii The Professor so appointed as such shall formulate his/her research proposal and submit it to the Vice-Chancellor within a period of three months from the date of joining. The report of the research done shall be submitted to the Vice-Chancellor within a period of his/her tenure
- iv The incumbent shall submit a comprehensive Annual Report on the progress of the Research Project to the Chairman of the Deans' Committee
- Emoluments and perquisites of the Professor incumbent**
5. *70,000/-* i. The Rajiv Gandhi Professor shall be paid a salary of Rs 26,000/- (Rupees twenty-six thousand) per mensem plus the usual allowances as admissible
- ii. During his stay in the University, he shall be entitled to free residential accommodation, and local conveyance and the expenses so incurred shall be met out of the General Maintenance Fund of the University
- iii. The incumbent and his/her spouse and unmarried children shall be entitled to joining and retirement T A by air. Such expenditure shall be met out of the interest of the endowment fund
- Academic Thrust** 6. Deleted (i)
- Mode of Selection** 7. i. The Rajiv Gandhi Professor shall be selected in the manner as provided in Statute 21 of the NEHU Act, 1973
- Or
- ii. The Executive Council of the University shall constitute a Search Committee for the purpose consisting of three eminent Social Scientists of the Country and one representative each of the Ministry of Human Resource Development and the Rajiv Gandhi Foundation, as observers. One of the three social scientists shall be nominated as Chairman of the Search Committee
- iii. The Search Committee shall carry out an exhaustive search amongst available Indian scholars within the country and overseas for the post and shall recommend a panel of three names to the Executive Council
- iii. The Executive Council shall constitute the Search Committee for the selection of the next incumbent after each incumbent completes two years in the post, or one year before his/her tenure is over.

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB-15 Contd.

**Maintenance of
the Endowment**

8.

- i. The Finance Officer of the University shall be responsible for proper maintenance of accounts of the endowment. The accounts of the fund shall be audited every year. The audit fees or any other related expenditure shall be charged to the University.
- ii. The Finance Officer shall prepare an annual account report of the endowment at the end of each financial year for placing to the Executive Council for its approval before submitting it to the University Grants Commission/ Ministry of Human Resource Development.

1. Amendments approved vide Academic Council resolution No. AC 63/2000/5.1(viii) and Executive Council resolution No. EC/107/2000/5.1.(v) and notified vide Notification No. Conf/13-5/ORD/99-1824 dated September 14, 2000.

5:5: - Examination Matters:

- (i) Fee Structure for conduct of M.Phil & Ph.D. Course work Examination.

In deference to the 83 meeting of the Academic Council resolution No.Ac:83:2010:2(vi) and 143rd Executive Council resolution No.EC:143:2010:5:1(iii) the University has made amendments to the Regulation RC-23 on M.Phil and Ph.D.Degree programme effected under NEHU Ordinance OC-4 & OC-5 which have been notified by the University vide No.Conf/22-2/Reg/2007-838 dated 13th August 2010 (Annexure-'A'). Furthermore, the 84th AC vide its Resolution NO:AC:84:2010:5:5:(xx) while considering the M.Phil and Ph.D Course Work examination also resolved that flexibility shall remain within the Department and the Departments shall send grade points to the Controller of Examinations for declaration of results and issue of mark-sheets.

Clause -3 of the Regulation RC-23 envisages that M.Phil and Ph.D Scholars after being admitted in their respective disciplines would require to appear the course work examinations and to complete 3 papers with 4 credits each and the evaluation of the same shall be on a UGC-7 point scale. Accordingly, the Academic Departments of the University have conducted course work examination for the M.Phil and Ph.D candidates admitted in their respective departments the result of which either have been declared or under process of declaration.

Considering the above, it is pertinent to mention here that consequent upon the implementation of the amended Regulation RC-23, the University is yet to formally adopt and prescribe examinations fees to be charged from the candidates for conduct of course work examinations. In the absence of the prescribed rates, Academic Departments and the Examination Department have neither been able to ascertain nor determine the amount of examination fees to be paid by such students for which examinations were held in the month of December 2010 and February 2011. Understandably, the fees charged by the Departments varied from Rs. 450/- to Rs. 1500/-. The existing provision, as laid down in the University prospectus 2010-11, the prescribed fees payable by students for M.Phil and Ph.D Degree courses are as follows (Annexure-'B'):

Examination fee (per Examination):

	M.Phil	Ph.D
Subjects having practical	Rs. 1200	1500
Subjects not having practical		

Apparently, the above fee structures have been devised without taking into cognizance the component to M.Phil/Ph.D Course work Examination fees which has commenced in the University only from December 2010/February 2011.

5:5:1(2)

Notwithstanding the above, it is also relevant to mention here that as per the provisions laid down in the new Ordinance, conduct of Viva-Voce Examinations has become mandatory for research scholars pursuing for Ph D Degree in the University. This interalia would incur additional expenditure on the TA/DA expenses for the conduct of Viva-Voce Examination besides expenses on remuneration on the evaluation of the Ph.D. thesis by three examinations which is @ Rs 800 x 3 =Rs 2,400/- and remuneration for conduct of Viva-Voce Examination @ 400 x 2=Rs 800/- Therefore the above fee structure needs review by taking into account the fee to be paid by the research scholars while pursuing M Phil/Ph D Degree in the University

The matter is therefore placed for perusal and advice of the Academic Council of the University so as to facilitate the Departments with a distinct guide line on the required fees to be paid by the Scholars of the University while appearing the Course Work Examinations conducted by the University

The matter is place before the Council for consideration.



पुर्वोत्तर पर्वतीय विश्वविद्यालय

Place :

Grade : NEHU

पू. प. विधि. परिसर, शिल्लोंग-७९१०२२ (मेघालय)

North-Eastern Hill University


NEHU Campus, Shillong - 793 022 (Meghalaya)

No.F.Conf/22-2/Reg/2007 - 863

Dated 13th August, 2010

NOTIFICATION

In pursuance of the 83rd Academic Council resolution No.AC:83/2010:2:(vi) and 143rd Executive Council resolution No:EC:143:2010:5:1:(iii), the Vice-Chancellor, NEHU is pleased to notify amendment of New Regulation RC-23 on M Phil and Ph D Degree Programme (under Ordinance OC-4 and OC-5).


(L.Roy)
Registrar

Copy to

1. The Pro-Vice-Chancellor, NEHU, Shillong/Tura Campu, Tura
2. The Registrar/Finance Officer/Controller of Examinations, NEHU, Shillong.
3. The All Deans of Schools, NEHU, Shillong
4. All Heads of Department/Centres, NEHU, Shillong/Tura.
5. The All Officer, NEHU, Shillong/Tura.
6. Dean, Students Welfare, NEHU, Shillong.
7. The Legal Adviser, NEHU, Shillong
8. Deputy Director, Publication, NEHU, Shillong.
9. SPS to Vice-Chancellor, NEHU, Shillong.



Registrar

Regulations on M.Phil and Ph.D Degree Programmes

Under Ordinance OC-4 and OC-5

Title 1.

This Regulation shall be called "Regulations on M.Phil. and Ph.D. Programmes".

Admission 2.

- i. The admission process shall be completed by dates stipulated in the University Calendar (Ordinance OC-15).
- ii. The University may conduct a centralised admission (written) test on a single date conducted by heads of respective Department/Centres under the supervision of the Deans of concerned schools, followed by a personal interview to be conducted by respective departments/centres, constituting of the Heads as Chairpersons and all eligible supervisors as members.
- iii. The question papers for the written test will be provided by the department/centre to the Dean, two weeks ahead of the date for the test fixed each year.
- iv. The assessment of written test and personal interview marks/grades will be prepared by an Admission Committee of respective departments/centres for the purpose constituting of no less than three eligible supervisors chaired by the Head.
- v. The final marks of each of the candidates will be calculated out of 100 marks with the following distribution:

(a) Performance in Masters' Degree:	40%
(b) NET/GATE/SLET/M.Phil/Teacher Fellow	10%
(c) Written Test	25%
(d) Performance in Personal Interview	25%
Total	100%

Note: The calculation of the final score will be as the following: e.g. (a) Overall percentage obtained in M.Sc is 72% = $72/100 \times 40 = 28.8$; + (b) SLET = 10; + (c) 65% = $65/100 \times 25 = 16.25$; + (d) as in (c) = 18, **Total = 73.05.**

- vi. The Admission Committee shall complete the evaluation and submit the merit list of the candidates to the Dean within 5 working days following the written test.

Coursework 3.

- i. The syllabus for coursework of the Ph.D programme may be the same as for the M.Phil course(s) which shall be prescribed by the department/centre.
- ii. Candidate with M.Phil or equivalent degree or having completed M.Phil Coursework with prescribed CGPA may be exempted from coursework requirement. Teachers of NEHU admitted to the Ph.D programme shall be exempt from coursework requirement. However, if they wish, they may be allowed to participate in the coursework.
- iii. The candidates shall complete 3 (three) papers with 4 credits each as follows:
 - (a) One paper on Research Methodology;

- v. If the Schools of Studies so desire, the papers on Research Methodology and/or Laboratory Techniques may be offered as School Level papers. However, the paper(s) is/are to be prescribed by a particular Department/Centre of the School. Such a paper may be jointly serviced by teachers from other departments/centres of the School.
- vi. The distribution of weightage on continuous assessment and the end-semester examination shall be 25:75.
- vii. The evaluation of the papers shall be on a UGC 7-point scale as follows:

Grade	Grade Point	Percentage Equivalent
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0- 0.49	0-24

(Vide UGC Guideline of March 2000, (2.13))

- Viii Cumulative Grade Point Average (CGPA) is defined as follows:

$$CGPA = 1/m \sum_{i=1}^n P_i \cdot C_i$$

Where, P_i is grade point achieved in the i^{th} Paper, n is the total number of papers, C_i is the credits on i^{th} paper, m is the total credits on the course.

- ix. A minimum of 75% attendance is compulsory for the students for the coursework with a provision of condonation in attendance to a maximum of 10% on exceptional grounds to be recommended by the Department/Centre and approved by the Dean of the School concerned.

Submission 4.

The following documents shall be required by the candidate during the submission of M.Phil/Ph.D thesis:

- 4 hard-bound copies of the thesis in case of Ph.D and 3 hard-bound copies in case of M.Phil, as the case may be in the prescribed format of the University duly signed by Supervisor(s) and forwarded by the Head of the department/centre concerned;
- An equal number of copies of abstract of the thesis not exceeding 5000 words with a one-page CV of the candidate;
- A soft copy of the thesis in MS-Word format in CD Read-only format;
- Clearance of Tuition Fee, Examination Fee and other fees payable by the candidate;
- In case of a teacher of the University, the fee payable shall be only Examination Fee;
- Hostel clearance certificate from the Dean of Students' Welfare;
- Library clearance from the University Central Library and the department/centre library, if any;

- (h) Laboratory and stores clearance from the department/centre duly countersigned by the supervisor and the HoD of the concerned department/centre; and
- (i) Financial clearance from NEHU Finance.

Re-Submission 5.

If, an M.Phil/Ph.D candidate is asked to resubmit the thesis/dissertation with suggested modifications, s/he shall resubmit the dissertation/thesis within a maximum of 6 months (2 months, in case of M.Phil) from the date of letter of re-submission of dissertation/thesis from the Controller of Examination. The candidate must fulfil the conditions laid down in 4. (a) & (c) of this Regulations, failing which the candidate shall be deemed to have forfeited her/his rights for evaluation and award of the degree.

Evaluation 6.

- i. After submission of the thesis with necessary documents submitted as per 4.i, the process of evaluation shall commence immediately.
- ii. The thesis shall be dispatched to the examiners (external and internal) within 2 months of submission of the thesis.
- iii. The examiner(s) shall be given two months in case of Ph.D and one month in case of M.Phil thesis for evaluation and one month more, if such a request is received from the examiner. If, the examiner fails to submit the evaluation report and other such document within the stipulated time, the appointment of the said examiner(s) may be cancelled with due intimation and another examiner(s) may be appointed from the panel approved for the purpose within two weeks of cancellation.
- iv. It shall be the duty of the Controller of Examiner to see that in case of M.Phil the final result of the candidate is announced no later than 6 months from the date of submission of thesis and in case of a Ph.D candidate, 12 months from the date of submission of the thesis.
- v. If the Controller of Examinations is unable to declare the result of the candidate within the stipulated time, for reasons beyond control of the concerned office, the University may refund the examination fee to the candidate.
- vi. In such cases, the Controller of Examination shall enquire into the matter and if it is found that the delay caused is due to negligence on part of the concerned functionary(ies) of the University, appropriate administrative action on such employees including recovery of examination fee refunded to the candidate, shall be made good from the said functionary.

Viva-Voce Examination 7.

- i. The abstract of the thesis shall be posted on the University website along with the venue, date and time of the 'open defence' of the candidate at least one week ahead of the defence.
- ii. During the viva-voce examination, the candidate may be asked for a formal presentation of the objectives, methods and findings of the thesis within 60 minutes. The external examiner and the supervisor may seek clarifications on the work done by the candidate, including queries by the second external examiner. Thereafter only, the discussion shall be open to others in the audience. There shall be no cross-examination by the audience. It shall be a formal presentation, chaired by the Supervisor who shall have powers to conduct the meeting in the best tradition possible.

Award 8.

- i. Upon award of the degree of Ph.D, the soft-copy final version of the thesis shall be submitted by the candidate through the supervisor concerned within 30 days of award to the University Central Library for the Depository services/ uploading on the University Website as well as on Infilbnet.
- ii. After the award, the CoE shall provide a copy of the comments of the examiners to the candidate so that the candidate, if so desires, improves upon the thesis for purposes of publication if any.
- iii. If, the examiners are unanimous that the thesis is important enough to be published, the candidate can submit the same if she/he wishes to NEHU Publication Unit (OG-1) for purposes of publication as a research monograph of the University. The Copyright in such cases shall vest with the author and the University jointly. The author shall be entitled to royalty on the publication as per rules of the University on such matters.

New Regulations, approved by the 83rd. AC, 28/5/2010

FEES PAYABLE BY A STUDENT FOR DIFFERENT DEGREES

Students admitted to a course of study leading to award of a M. A./M. Com./Certificate/Diploma/ M. Sc./M. Phil./Ph. D. degree shall pay the fees as specified below:

TABLE I

Fees	M. A./M. Com./M. Lib. Certificate/Diploma	M. Sc.	M. Phil.	Ph. D.
Tuition fee/ Research supervision fee (monthly)	75	75	100	150
Laboratory fee (monthly)	30	30	50	50
Registration fee	100*	100*	100	100
Laboratory caution money (refundable)	300	400	500	600
Library fee (per semester)	30	30	50	50
Sports fee (per annum)	40	40	40	40
Medical fee (per annum)	100	100	100	100
Student's Association Fund (per annum)*	40	40	40	40
Students' Aid Fund (per annum)	50	50	75	75
Admission fee	100	100	100	100
Library caution money (refundable)	200	300	400	500
Examination fee (per examination)				
Subjects having practical	300	300	1200	1500
Subjects not having practical	250	250	1000	1200
Identity Card (per annum)*	25	25	25	25
Re-issue of Identity card	40	40	40	40
Hostel fees				
Room rent (monthly)	75	75	75	75
Caution money (refundable)	750	750	750	750
Hostel application form	10	10	10	10

(* applicable only for non-NEHU students)

(- Subject to approval)

Note: All repeat and improvement examination shall carry additional fee as prescribed by the University.

- II. Student admitted to **M. B. A. programme** shall pay all fees laid down for M. A. students (see Table # D) plus additional fees, which are as under:

TABLE II: ADDITIONAL FEES FOR STUDENTS OF M. B. A.

Additional fees	Amount
Development fee (payable at the time of admission)	
Non-sponsored Indian students	Rs. 6000/-
Full time sponsored Indian students	Rs. 15000/-
Foreign students from SAARC countries	US \$ 1000.-
Foreign students from non-SAARC countries	US \$ 2000.
Course fee (per semester)	
Non-sponsored Indian students	Rs. 12,000.-
Full time sponsored Indian students	Rs. 30,000.-
Foreign students from SAARC countries	US \$ 1500.-
Foreign students from non-SAARC countries	US \$ 3000.-

5:5:2(1)

- (ii) Fee for Original Degree Certificate to be charged at the time of admission

Hitherto, students who have graduated from the various Courses conducted by the University are required to apply for the Original Degree Certificates with a prescribed fee Rs 200/- With a view to facilitate and expedite issuance of Original Degree Certificates to the concerned students it is proposed that it may be made mandatory for the students to deposit the required fees at the time of admission to their respective programmes of study to enable the Examination Department to prepare the Degree Certificates without the required application from the students

The matter is placed before the Council for consideration.

5:5: - Examination Matters:

(iii) Declaration of Ph.D/M.Phil.

The Respective School Board(s) considered and approved the Ph.D/M.Phil result for the following candidates.

<u>Name of the Candidates</u>	<u>Departments</u>	<u>Degree</u>
1. Mr. Dipankar Shome	Commerce	Ph.D
2. Mr. Goerge Plathottam	Lib. & Inf. Scs	Ph.D
3. Mr. Jugal Saikia	Economics	Ph.D
4. Ms. Amrita Devi	Economics	Ph.D
5. Mr. Keshab Basumatary	Economics	Ph.D
6. Ms. Lanurenla	English	Ph.D
7. Ms. Ranjana Das	English	Ph.D.
8. Ms. Pearlycia Gatphoh	Philosophy	Ph.D
9. Mr. Skim Singh Khongkiam	Philosophy	Ph.D.
10. Ms. Grace Darling	Philosophy	Ph.D.
11. Mr. Karung Tarun Kom	Linguistics	Ph.D.
12. Mr. Rajeev Kumar	Hindi	Ph.D
13. Ms. Kakoli Gogoi	Hindi	M.Phil
14. Ms. Shainy K. Sangma	Hindi	M.Phil
15. Ms. Tashi Tsomu	Hindi	M.Phil
16. Ms. Banylla Syiemlieh	Khasi	M.Phil
17. Ms. Trocylin Chyne	Khasi	M.Phil
18. Mr. Aziz Ahmed	Chemistry	Ph.D.
19. Mr. Teiborlang Mukhim	Chemistry	Ph.D.
20. Mr. Oinam Gobin Siingh	Chemistry	Ph.D.
21. Mr. Sujit Das	Chemistry	Ph.D.
22. Ms. Aicydalyne Snaitang	Chemistry	Ph.D.
23. Mr. Jibitesh Dutta	Mathematics	Ph.D.
24. Mr. Rajat Kanti Nath	Mathematics	Ph.D.
25. Mr. Bharat Borah	Mathematics	M.Phil
26. Mr. Tikaram Subedi	Mathematics	M.Phil

5:5:3(2)

27. Ms. Sarbani Konwar	Mathematics	M.Phil
28. Ms. Jutirekha Dutta	Mathematics	M.Phil
29. Mr. Phrangstone Khongji	Statistics	Ph.D
30. Mr. Jangkhonun Mate	Education	Ph.D.
31. Ms. Winnie Joice Shylla	Education	Ph.D.
32. Ms. Evangelyne W.Syiern	Education	Ph.D.

The matter is place before the Council for consideration.

5:5:4(1)

(iv) Panel of Examiners for Ph.D/M Phil

The respective School Board (s) considered and approved the panel of Examiners of Ph.D/M.Phil in respect of the following candidates:

<u>Name of the candidate</u>	<u>Department</u>	<u>Degree</u>
1. Ms. Rohima Ahmed	Management	Ph.D
2. Md.Abdul Rashid	Management	Ph.D
3. Ms. Lakhimai Mili	English	Ph.D.
4. Ms. Jenniefer Dkhar	English	Ph.D.
5. Ms. Baljuda W.Nongbri	English	Ph.D.
6. Mr. S.Khoiminthang	English	Ph.D.
7. Mr. Saheni Loli	Philosophy	Ph.D.
8. Mutum Roshni Devi	English	M.Phil
9. Lalnungsanga Ralte	English	M.Phil
10. Nosazono Lothu	English	M.Phil
11. Jayanta Kumar Swain	English	M.Phil.
12. Amanda Khyriem	English	M.Phil
13. Ruulhoukhono Nakhro	English	M.Phil
14. Daiarisa Rumnong	English	M.Phil
15. Phila Kyntiew Nongkhlaw	English	M.Phil
16. Malcolm M.Lyngdoh	English	M.Phil
17. Biswanath Liensang	English	M.Phil
18. Mr. Thomlin Lynshing	Khasi	Ph.D.
19. Ms. Rosa Mystica Mawlong	Khasi	Ph.D.
20. Mr. Pradip Das	Chemistry	Ph.D.
21. Mr. Oinam Gobin Singh	Chemistry	Ph.D.
22. Mr. Sujit Das	Chemistry	Ph.D.
23. Mr. Shantu Saikia	Physics	Ph.D.
24. Mr. Jibitesh Dutta	Mathematics	Ph.D.
25. Mr. Brian S.Ch .Marak	Education	Ph.D.
26. Ms. Daffodil Era Lamare	Education	Ph.D.

The matter is placed before the Council for consideration.

5:5:5(1)

(v) Panel of paper Setters/Examiners

The School Board of Physical Sciences in its meeting held on 19th April, 2011 approved the panel of paper setters/Examiners for M.Sc. Physics IInd and IVth Semester examination for July 2011.

The matter is placed before the Council for consideration.

5:5:6(1)

(vi) Panel of paper Setters/Examiners

The School Board of Economics Management & Information Sciences in its meeting held on 4th April, 2011 approved the panel of paper setters/Examiners of M.A/M.Sc./M.Com/M.Lib for IInd and IVth Semester examination.

The matter is placed before the Council for consideration.

5:5:7(1)

(vii) Panel of paper Setters-cum Examiners

The School Board of Education in its meeting held on 8th April, 2011 approved the panel of paper setters-cum Examiners for M.A/M Ed/M Phil/Ph D examination.

The matter is placed before the Council for consideration.

5:5:8(1)

- (viii) Request for recognition of company Secretaryship Qualification as equivalent to Post-graduate Degree for pursuing Ph.D in Commerce Management/ Law Disciplines for North Eastern Hill University

The Secretary and CEO of The Institute of Company Secretary of India vide letter No.1004:56:A&PD dt.22.2.2011 has requested to recognize the said qualification for pursuing Ph.D in Commerce Management/Law Discipline by this University as per Annexure –I, II, III and IV.

The matter is placed before the Council for consideration



33:30(2)

**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

No.1004:56: A&PD

February 22, 2011

The Vice-Chancellor
North Eastern Hill University
P O NEHU Campus
Shillong - 793 022
Meghalaya

D.R. (Cont.)
for placement
next etc
Dr
Sifal

Dear Sir,

Sub : Request for recognition of Company Secretaryship Qualification as equivalent to Post-graduate Degree for pursuing Ph.D in Commerce Management/Law Disciplines from North Eastern Hill University

You may kindly be aware that the Institute of Company Secretaries of India (ICSI) is a statutory body constituted under an Act of Parliament, i.e. the Company Secretaries Act, 1980, to develop and regulate the profession of Company Secretaries in India. The Institute has its head quarters at New Delhi, Regional Offices at Chennai, Mumbai, Delhi and Kolkata and 68 Chapters located in various cities all over India. At present the Institute has on its rolls over 27,000 members including more than 3,500 practising company secretaries and more than 2, 00,000 registered students spread all over India and abroad.

University Grants Commission (UGC) vide file No.F.3.-1/2009 dated 30th June, 2010 has notified "UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education (2010)". The qualifications prescribed under Regulations for appointment of Assistant Professor, Associate Professor and Professor in Universities and Colleges in the area of Management/Business Administration, include First Class Graduate and professionally qualified Chartered Accountant/Cost & Works Accountant/**Company Secretary** among other qualifications. In addition, the Regulations prescribe Ph D qualification for appointment as Associate Professor and Professor. The relevant extracts of the Notification is placed at **Annexure I**.

We are pleased to inform you that forty nine universities across India, have recognized the Company Secretaryship qualification as equivalent to post graduate degree for pursuing Ph D in Commerce/ /Management /Law disciplines. A list of these universities is placed at **Annexure II**. Further, Company Secretaryship qualification has also been recognized by the Association of Indian Universities as equivalent to Post-Graduate Degree for the purpose of registration to Ph D in Commerce and Allied disciplines. A copy of the letter vide no. EV/II (408)/83/95846-47 dated 9 March 1984 is placed at **Annexure III**.

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We wish to inform you that the membership examination conducted by the Institute is required to be completed in two stages i.e., the Executive Programme and subsequently, the Professional Programme. Students are admitted to the Executive Programme after passing their graduation in any discipline or passing the Foundation Programme examination of the Institute. To qualify the examination, the student has to obtain a minimum of 50% marks in aggregate and 40% marks in each paper. A student becomes a member of the Institute only after he/she qualifies the above examinations and successfully undergoes the prescribed practical training for a period of sixteen months in various areas as well as separate compulsory computer training for 70 hours.

The Institute regularly revises its syllabus to keep it contemporary. The syllabus for Company Secretaryship course is designed after having benchmarked with nationally accredited bodies and its counterparts in jurisdictions abroad. The syllabus covers all the important areas such as corporate laws, taxation, accounting, corporate governance, financial management, strategic management, international trade, etc. A copy of the current syllabus is placed at **Annexure IV** for your kind reference.

The members of the Institute occupy senior positions in corporate hierarchy. The expertise of the members of the Institute has also been recognized in academic field. Many members are involved in the field of teaching/training/and acting as guest faculty in universities/colleges/ and other academic institutes.

The Institute has a full-fledged academic and research wing and encourages its members to undertake research. There are wide range of areas like corporate laws, corporate governance, corporate social responsibility, capital market, finance, international business, accounting, management etc. where our members have the expertise, academic acumen and interest in undertaking research.

In view of the above, we request you to accord necessary recognition to Company Secretaryship qualification as equivalent to Post Graduate Degree for the purpose of registration to Ph.D in Commerce/Management/Law disciplines from your university. This will enable the members of the Institute to pursue Ph.D programme to be eligible to meet the requirement of UGC for appointment as Associate Professor/Professor in the area of Management/Business Administration.

We shall be pleased to furnish any further information/details, which you may require to process our request.

Thanking you,

Yours faithfully,

(N K JAIN)
SECRETARY & CEO

Encl: As stated

5: 5: 8(4)

UGC REGULATIONS
ON MINIMUM QUALIFICATIONS
FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES
AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN
HIGHER EDUCATION
2010

*To be published in the Gazette of India
Part III Sector 4*

University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110002.

No F 3-1/2009

30 June 2010

In exercise of the powers conferred under clause (e) and (g) of sub section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956) and in pursuance of the MHRD O M No F 23-7/2008-IFD dated 23rd October 2008, read with Ministry of Finance, (Department of Expenditure) O M No F 1-1/2008-IC dated 30th August, 2008, and in terms of the MHRD Notification No.1-32/2006-U II/U I(1) issued on 31st December, 2008 and in supersession of the University Grants Commission (Minimum Qualifications Required for the Appointment and Career Advancement of Teachers in Universities and Institutions affiliated to it) Regulations, 2000, issued by University Grants Commission vide Regulation No. F 3-1/2000 (PS) dated 4th April, 2000, together with all amendments made therein from time to time, the University Grants Commission hereby frames the following Regulations, namely -

1. Short title, application and commencement:

- 1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2010.
- 1.2 They shall apply to every university established or incorporated by or under a Central Act, Provincial Act or a State Act every institution including a constituent or an affiliated college recognized by the Commission, in consultation with the university concerned under Clause (f) of Section 2 of the University Grants Commission Act, 1956 and every institution deemed to be a university under Section 3 of the said Act
- 1.3 They shall come into force with immediate effect

Provided that in the event, any candidate becomes eligible for promotion under Career Advancement Scheme in terms of these Regulations on or after 31st December 2008, the promotion of such a candidate shall be governed by the provisions of these Regulations

Provided further that notwithstanding anything contained in these Regulations, in the event any candidate became eligible for promotion under Career Advancement Scheme

prior to 31st December, 2008, the promotion of such a candidate under Career Advancement Scheme shall be governed by the University Grants Commission - Minimum Qualifications Required for the Appointment and Career Advancement of Teachers in Universities and institutions affiliated to it) Regulations, 2000 notified vide Notification No. F 3-1/2000 (PS) dated 4 April, 2000, as amended from time to time, read with notifications and guidelines issued by the University Grants Commission (UGC) from time to time, in this regard

2. The Minimum Qualifications for appointment and other service conditions of University and College teachers, Librarians and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education shall be as provided in the Annexure to these Regulations.
3. **Consequences of failure of the Universities to comply with the recommendations of the Commission, as provision of Section 14 of the University Grants Commission Act, 1956:**

If any University grants affiliation in respect of any course of study to any college referred to in sub-section (5) of Section 12-A in contravention of the provisions of the sub-section, or fails within a reasonable time to comply with any recommendations made by the Commission under Section 12 or Section 13, or contravenes the provisions of any rule made under clause (f) of sub-section (2) of Section 25 or of any regulations made under clause (e) or clause (f) or clause (g) of Sub-Section (1) of Section 26, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the university the grants proposed to be made out of the fund of the Commission


(Dr. N. A. Kazmi)
Secretary

To

The Assistant Controller
Publication Division
Government of India
Urban Development Ministry
Civil Lines
Delhi 110054

**UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF
TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND
MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2010**

These Regulations are issued for minimum qualifications for appointment and other service conditions of University and College Teachers, Librarians, Directors of Physical Education and Sports for the maintenance of standards in higher education and revision of pay scales.

1.0.0 COVERAGE

1.1.1 For teachers in the Faculties of Agriculture and Veterinary Science, the norms /Regulations of Indian Council of Agricultural Research; for Faculty of Medicine, Dentistry, Nursing and AYUSH, the norms/Regulations of Ministry of Health and Family Welfare, Government of India; for Faculty of Education, the norms/Regulations formulated in consultations with National Council of Teacher Education; for Engineering and Technology, Pharmacy and Management/Business Administration, the norms/Regulations formulated in consultations with All India Council for Technical Education; and the qualifications in the field of rehabilitation and special education at Degree, PG Diploma and Masters level, the norms/Regulations formulated in consultations with Rehabilitation Council of India, shall apply.

2.0.0 PAY SCALES, PAY FIXATION FORMULA AND AGE OF SUPERANNUATION, ETC.

2.1.0 The revised scales of pay and other service conditions including age of superannuation in central universities and other institutions maintained and/or funded by the University Grants Commission (UGC), shall be strictly in accordance with the decision of the Central Government, Ministry of Human Resource Development (Department of Education), as contained in **Appendix-I**.

2.2.0 The pay scale shall, in the central universities and other institutions maintained and/or funded by the UGC, be fixed in accordance with the pay "fixation formula" developed by the UGC and approved by the Ministry of Human Resource Development (MHRD), as contained in **Appendix-II**.

2.3.0 The pay fixation formula for teachers shall apply for other positions in the Library and Physical Education and Sports cadres in the Central Universities and Colleges thereunder and Institutions Deemed to be Universities whose maintenance expenditure is met by the UGC.

2.3.1. The revised scales of pay and age of superannuation as provided in Clause 2.1.0 above, may also be extended to Universities, colleges and other higher educational institutions coming under the purview of the State Legislature and maintained by the State Governments, subject to the implementation of the scheme as a composite one in adherence of the terms and conditions laid down in the MHRD notifications provided as Appendix I and in the MHRD letter No.F.1-7/2010-U II dated 11 May, 2010 with all conditions specified by the UGC in these Regulations and other Guidelines.

2.3.2. Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor and Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the concerned University, college and Institution, up to the age of seventy years.

Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

2.3.3. All other aspects which are not covered in these Regulations, on applicability, financial assistance, date of implementation of revised pay and allowances and payment of arrears, etc. shall be as laid down in the MHRD Notifications provided as Appendix-I of these Regulations and the MHRD letter No.F.1-7/2010-U II dated 11 May, 2010.

3.0.0. RECRUITMENT AND QUALIFICATIONS

3.1.0 The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the Universities and Colleges shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the provisions made under these Regulations to be incorporated under the Statutes/Ordinances of the concerned university. The composition of such committees should be as prescribed by the UGC in these Regulations.

3.2.0 The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Principals, Assistant Directors of Physical Education and Sports, Deputy Directors of Physical Education and Sports, Directors of Physical Education and Sports, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by the UGC in these Regulations.

3.3.0 The minimum requirements of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test - SLET/SET), shall remain for the appointment of Assistant Professors.

3.3.1. NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in Universities / Colleges / Institutions.

Provided however, that candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

5:5:8(8)

- 3.3.2** NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.
- 3.4.0** A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians, Assistant Directors of Physical Education and Sports
- 3.4.1** A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- 3.5.0** A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph D Degree holders, who have obtained their Master's Degree prior to 19 September, 1991
- 3.6.0** Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible
- 3.7.0** The Ph D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.
- 3.8.0** The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.
- 3.9.0.** The period of time taken by candidates to acquire M Phil. and/or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions.
- 4.0.0 DIRECT RECRUITMENT**
- 4.1.0 PROFESSOR**
- A. (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
- (ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

5: 5: 8(9)

- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this Regulation in Appendix III

OR

- B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

4.2.0. PRINCIPAL

- i. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.
- ii. A Ph.D. Degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.
- iii. Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.
- iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in this Regulation in Appendix III for direct recruitment of Professors in Colleges.

4.3.0 ASSOCIATE PROFESSOR

- i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this Regulation in Appendix III.

- iii Desirable Higher qualification like Ph.D. in any discipline in Physiotherapy recognized by the UGC/ independent published work of high standard

4.4.5. MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHING FACULTY IN UNIVERSITIES AND COLLEGES - MANAGEMENT/BUSINESS ADMINISTRATION:

1. ASSISTANT PROFESSOR

i. Essential

- 1 First Class Masters Degree in Business Management / Administration / in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC.

OR

- 2 First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / ~~Company Secretary~~ of the concerned statutory bodies.

ii. Desirable:

- 1. Teaching, research, industrial and / or professional experience in a reputed organization,
- 2. Papers presented at Conferences and / or published in refereed journals

2. Associate Professor:

- i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / ~~Company Secretary~~ of the concerned statutory body

- ii. Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- iii. A minimum of eight years' experience of teaching / industry / research / professional at managerial level excluding the period spent for obtaining the research degree.

OR

5: 5; 8(11)

iv. In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements

1. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by AICTE / UGC.

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / ~~Company Secretary~~ of the concerned statutory body.

2. A minimum of ten years experience of teaching industry / research / profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D. and ten years managerial experience in industry / profession of which at least five years should be at the level comparable to that of lecturer / assistant professor.

v. Without prejudice to the above, the following conditions may be considered desirable:

- a) Teaching, research industrial and / or professional experience in a reputed organization;
- b) Published work, such as research papers, patents filed / obtained, books and / or technical reports; and
- c) Experience of guiding the project work /dissertation of PG / Research Students or supervising R&D projects in industry.

3. Professor:

- i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two year full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / ~~Company Secretary~~ of the concerned statutory body

5: 5: 8(12)

- ii Ph. D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU
- iii A minimum of ten years' experience of teaching / industry / research / professional out of which five years must be at the level of Reader or equivalent excluding the period spent for obtaining the research degree

OR

- iv. In the event the candidate is from industry and the profession, the following shall constitute as essential.
 - 1. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / **Company Secretary** of the concerned statutory body.

- 2. The candidate should have professional work experience which is significant and can be recognized at national / International level as equivalent to Ph. D. and twelve years' managerial experience in industry / profession of which at least eight years should be at least at a level comparable to that of Reader/Assistant Professor.

- v. Without prejudice to the above, the following conditions may be considered desirable:
 - i) Teaching, Teaching, research, and / or professional experience in a reputed organization;
 - ii) Published work, such as research papers, patents filed / obtained, books and / or technical reports;
 - iii) Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.
 - iv) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
 - v) Capacity to undertake / lead sponsored R&D consultancy and related activities.

5:5:8(13)

4. Principal / Director / Head of Institution

- i. Qualification same as those prescribed for the post of professor in the relevant discipline with a minimum of fifteen years' experience of postgraduate teaching / industry / research

OR

- ii. For candidates from Industry / Profession

1. Qualification same as those prescribed for the post of Professor from industry / profession stream with fifteen years' experience of postgraduate teaching / research out of which five years must be at the level or Professor in the relevant discipline.

- iii. Without prejudice to the above, the following conditions may be considered desirable:

1. Administrative experience in senior level responsible position in the Industry / Professional Institution.

5. PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINTS SCALE:

It is hereby clarified that where the University/College/Institution declare results in grade points which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage:

Grade	Grade Point	Percentage Equivalent
'O' – Outstanding	5.50-6.00	75-100
'A' – Very Good	4.50-5.49	65-74
'B' – Good	3.50-4.49	55-64
'C' – Average	2.50-3.49	45-54
'D' – Below Average	1.50-2.49	35-44
'E' – Poor	0.50-1.49	25-34
'F' – Fail	0-0.49	0-24

**LIST OF UNIVERSITIES WHICH HAVE RECOGNISED COMPANY SECRETARYSHIP
QUALIFICATION AS EQUIVALENT TO POST GRADUATE DEGREE FOR PURSUING
PH.D COURSE**

Sl. No	Name of University	Reference	Subjects
1.	Sardar Patel University Vallabh Vidyanagar Gujarat - 388 120	D:A:4/1/8209 dated 26.12.1980	Commerce
2.	South Gujarat University University Campus Udhana-Magdalia Road Surat - 395 007.	A/Eli/Equi/17388 dated 18/23.2.1981	Commerce and allied subjects
3.	Maharshi Dayanand University, Rohtak, Haryana - 124 001	AC-III/R81/2375 dated 28.2.1981	Commerce and allied subjects
4.	Guru Nanak Dev University Amritsar, Punjab - 143 005	Gen/Recog/8130 dated 23.4.1981	Commerce
5.	University of Poona Ganeshkhind Pune - 411 007, Maharashtra	Elg/4251 dated 16/19.6.1981 (Revised Rules for the degree of PhD - 2009)	Commerce/ Law/ Management Commerce
6.	Punjab University, Chandigarh - 160 014.	4416/GM dated 31.3.1983	Business Management/ Commerce
7.	Nagpur University, Ravindra Nath Tagore Marg, Nagpur, Maharashtra- 440 001	Exam./Recog./5591 dated 21.9.1983	Commerce
8.	Chaudhary Charan Singh University Meerut Uttar Pradesh - 250 005.	Proceeding of the Meeting of Equivalence Committee held on dated 8.12.1983	Commerce
9.	Mangalore University Mangalagangothri Konage, Dakshina Kannada- 574 199	MU/ACC/Ph.D/22 84-85 (A5) dated 31.7.1985	Commerce and allied subjects
10.	University of Kerala Thiruvananthapuram Kerala - 695 034	Acad.C-3/2034/85 (Recogn.) dated 7.8.1985	Commerce
11.	University of Mysore Viswavidyanilaya Karya, Soudha "Crawfort Hall", Mysore - 570 005	R2/917/84-85 dated 12.12.1985	Commerce
12.	Cochin University of Science & Technology Kochi Kerala - 682 022.	Ac.A3/10705/85 dated 25.3.1986	Commerce and allied subjects

13.	Bangalore University Jnana Bharathi Campus Jnana Bharathi Post Bangalore - 560 056	Com./17663/85-86 dated 3.4.1986	Commerce
14.	Shivaji University Vidayanagar, Kolhapur - 416 004.	SU/Eligi./JNV/Equivi/ 3644 dated 21.12.1988	Commerce
15.	University of Mumbai Mumbai - 400 032.	E/C 121 of 1989 dated 9.1.1989	Commerce
16.	Aligappa University Aligappa Nagar Karaikudi - 623 003., Tamilnadu.	Letter dated 19.9.1991	Commerce/ Corporate/Secretary- Ship/Bank Management
17.	Manonmaniam Sundaranar University Tirunelveli - 627 009., Tamilnadu.	MSU/CE/RECOGN/ 92-93 dated 12.4.1993	Commerce and allied disciplines
18.	Pondicherry University R V Nagar, Kala Pet, Pondicherry - 605 014.	Letter dated 21.7.1994	Commerce
19.	Kuvempu University Shankarghatta Shimoga Distt. Karnataka-577 451	KU/AB/Afn-2/5212/ 94-95 dated 25.10.1994	Commerce/ Law/Management
20.	Kakatiya University Warangal Andhra Pradesh - 506 009	1111/B4/KU/Recogn.94 dated 5.11.1994	Commerce/Business Management
21.	Utkal University, Vani Vihar, Bhubaneswar Orissa - 751 004.	AC/Recog./Gen-40/ (P)20463/94 dated 17.11.1994	Commerce
22.	North Maharashtra University Jalgaon, Maharashtra - 425 001	NMU/94/5/33-B/8432 dated 6.12.1994	Commerce/Law/ Management
23.	Karnatak University Dharwad, Karnataka	KU/Aca/PG/CRT/95/ 6993 dated 9.1.1995	Management
24.	Rani Durgawati Vishwavidhyalaya, Jabalpur, Madhya Pradesh - 482001	GS/95/31 dated 27.1.1995	Commerce
25.	Dr. Babasaheb Ambedkar Marathwada University Aurangabad, Maharashtra - 431 004.	Acad./Elqui/Eligi/94- 95/59314 dated 7/8.12.1994	Commerce and allied subjects
26.	National Law School of India University Nagarbhavi, Bangalore - 560 072.	MOU dated 5.11.1997	Business Laws

27.	Sambalpur University Jyoti Vihar, Burla, Sambalpur - 768 019., Orissa.	Notification No. 10420/Acd-I dated 10.7.1998	Commerce/ Management and related field
28.	North Gujarat University P.B. No.21, University Road, Patan, Gujarat 384 002	Aca/8479/2000 dated 19 th August, 2000	Commerce and allied subjects
29.	Bhavnagar University, Gruri Shankar Lane Road, Bhavnagar 364 002 Gujarat	Acad/PG/1994/ 4349/2002 dated 8 th March, 2002	Commerce
30.	The University of Kashmir ¹ Hazart Bal Srinagar - 190 006.	F(Recog.Acad)/KU/002 dated 7.5.2002	Commerce & Management (M. Phil Course only)
31.	Dayalbagh Educational Institute (Deemed University) Dayalbagh, Agra -282 005 (U.P.)	DE1/GN/ACD-9/ 1839 dated 2.1.2003	Commerce/ Management
32.	Punjabi University Patiala Punjab - 147 002	315/ARB dated 12.3.2003	Commerce/ Law/Management
33.	T.M. Bhagalpur University, Bhagalpur, Bihar - 812 007	M/39067 dated 7.11.2003	Commerce and allied subjects
34.	Bharathiar University Coimbatore - 641 046 Tamilnadu	18732-II/S4/2003 dated 02.01.2004	Commerce
35.	National Academy of Legal Studies and Research (NALSAR) University of Law 3-4-761, Barkatpura Hyderabad- 500 027	MOU dated 10 th April, 2004 and letter dated 5.8.2005	Discipline of Law
36.	Banaras Hindu University Varanasi - 221 005. Uttar Pradesh	Ref No. RAC/Misc/ Equivalence/2004-05/ 232 dated 08.06.2004	Commerce
37.	University of Madras University Building Chepauk, Chennai 600 005	D.2/PH.D./ADMN/ 2004/572 dated 28th June 2004	Commerce
38.	Jiwaji University Vidya Vihar Gwalior 474 011 (M.P.)	F/Academy/Arhata/ 2004/2942 dated 6/7/2004	Commerce and Allied Disciplines
39.	Annamalai University Annamalainagar Chidambaram Tamilnadu 608 002	B6/6430/2003 dated 5.11.2004	Open recognition
40.	Sri Venkateswara University, Tirupati, Chittoor, Andhra Pradesh - 517 502	8008/C- I(2)/2005 dated 29 th April, 2005	Management and Commerce

¹ M. Phil Course only)

41.	Osmania University Hyderabad Andhra Pradesh - 500 007	1/L/2005/Acad. dated 02.01.2006 and 2702/L/2006/Acad. dated 26.10.2006	Commerce/ Business Management
42.	Devi Ahilya Vishwavidyalaya R N Tagore Marg Indore - 452 001 Madhya Pradesh	No. 11/06/630 dated 27.04.2006	Commerce and allied subjects
43.	University of Bikaner Dungar College Campus JNV Colony Bikaner 334 003 (Raj.)	F.12()/UOB/Rese/2006/ 18047-18107 dated 1.11.06	Commerce/Management/ Law
44.	Madurai Kamaraj University Palkalai Nagar, Madurai 625 021	R3/Ph.D - 2007 dated 13.05.2007	Commerce and Management Studies
45.	Guru Gobind Singh Indraprastha University, Delhi - 110 006	GGSIPI/DAA/2007- 08/117 dated 02.01. 2008	Management and Law
46.	Gauhati University Gopinath Bardoloi Nagar Guwahati - 781 014	GU/AC/Equiv/08/886- 888 dated 17.06.2008	Commerce
47.	Berhampur University, Bhanja Bihar, Berhampur - 760 007 Orissa.	No.10191/Acad-I dated 30.8.2008	Management
48.	Mahatma Gandhi University, Kottayam, Kerala - 686 560	ACD/3/3384/2005 dated 6 th October 2008	Commerce
49.	University of Kalyani Kalyani West Bengal - 741 235	DR/PhD/2010/15(2) dated 20.07.2010	Commerce and Allied Disciplines

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ANNEXURE - III



ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE 16 KOTLA MARG NEW DELHI 110002

AIU/13/1994/4586-47

21.3.1994

The Director (Studies)
The Institute of Company Secretaries of India
'ICSI House', 22, Institutional Area,
Lodi Road
New Delhi-110003.

Sub : Recognition of the qualifications of the Institute
of Company Secretaries of India.
Ref : Your letter No.401:33:42 dated 22 February 1994.

Dear Sir, }

The Equivalence Committee/Standing Committee of
the AIU at their meetings held at Rani Durgavati Vishwavidyalaya,
Jabalpur on 2/3 March 1994 have modified their decision on
the recognition of Company Secretary's Diploma as follows:

"Resolved that the Company Secretary's Diploma
awarded by the Institute of Company Secretaries
of India be treated as equivalent to the
postgraduate degree for purpose of registration
to Ph.D. in Commerce and allied disciplines."

Thanking you, *Kindly note the change.*

Yours faithfully,

(Signature)

(I.C. Malra)
Under Secretary



**SYLLABUS
FOR
FOUNDATION, EXECUTIVE
AND
PROFESSIONAL PROGRAMMES**



The Institute of

Company Secretaries of India

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110 003

Phones : 41504444, 24617321 Fax : 24626727

E-mail : info@icsi.edu Website : www.icsi.edu

SYLLABUS

FOUNDATION PROGRAMME

PAPER 1 : ENGLISH AND BUSINESS COMMUNICATION

Level of knowledge Working knowledge

Objective To help students acquire competence in English to use the language.

Detailed contents

PART-A : ENGLISH (50 MARKS)

1. Essentials of Good English

Grammar and usage, enriching vocabulary, words - multiple meaning, single word for a group of words - choice of words - words frequently mis-spelt, punctuations, prefix and suffix, parts of speech; articles; synonyms and antonyms; tenses; idioms and phrases, foreign words and phrases commonly used, abbreviations and numerals, pronunciation, Latin, French and Roman words which are used in abbreviated form like "e.g., RSVP, viz. etc."

2. Essay Writing

Essays on matters of current interest on trade, commerce, industry and profession.

3. Precis Writing

Preparation of summary of office notes, summary of matters appearing in economic and commercial dailies and journals for use in committee meetings in the office, summary of decisions taken in meetings and conferences

PART-B : BUSINESS COMMUNICATION (50 MARKS)

4. Business Communication

Meaning and significance of good communication, principles of business communication, means of communication - oral, written, visual, audio-visual, essentials of a good business letter, etc.

5. Business Correspondence

Personnel drafting of interview letters, call letters and offer of appointment; provisional appointment orders, final orders of appointment

Purchase requests for quotations, tenders, samples and drawings, test order; complaints and follow-up

Sales drafting of sales letters, circular letters, preparation of sale notes with conditions of sale; status inquiries, reports to sales manager such as sales promotion matters.

Accounts correspondence with various agencies : customers - regarding dues, follow up letters; banks - regarding over-drafts, cash credits and account current, insurance companies - regarding payment, renewal of insurance premium, claims and their settlement.

Secretarial correspondence with shareholders and debenture-holders pertaining to dividend and interest, transfer and transmission, Stock Exchanges, Registrar of Companies and various authorities like Reserve Bank of India, SEBI.

Miscellaneous: Resume, letter of application, goodwill messages, condolence letters.

6. Administration and Miscellaneous

Drafting of telegraphic and facsimile messages, messages through electronic media; public notices and invitations, representations to Trade Associations, Chambers of Commerce and public authorities

7. Inter-departmental Communication

Internal memos, office circulars; office orders; office notes representation to chief executive and replies thereto, communication with regional/branch offices

8. Preparation of Press Releases.**PAPER 2 : ECONOMICS AND STATISTICS**

Level of knowledge Basic knowledge

Objective To provide basic and conceptual understanding of economic concepts, principles of economics and statistical tools to interpret and analyse various economic phenomena

Detailed contents :

PART-A : ECONOMICS (50 MARKS)**1. Nature and Scope of Economics**

Definition, nature and scope of economics, micro and macro economics, positive and normative economics, working of economic systems with special reference to the capitalistic, socialistic and the mixed economies

2. Demand and Supply Analysis

Utility analysis - total utility and marginal utility, law of diminishing marginal utility, law of equi-marginal utility, consumers' equilibrium; law of demand, elasticity of demand; law of supply, elasticity of supply, demand and supply equilibrium

3. Production, Costs and Revenue Analysis

Factors of production, meaning of production, laws of returns, returns to scale, cost concepts and cost curves, revenue concepts and revenue curves

4. Market Forms and Equilibrium of the Firm and Industry

Market forms - meaning and characteristics, price and output determination and equilibrium of firm and industry under perfect competition, monopoly and monopolistic competition.

5. Basic Characteristics of Indian Economy

Role of Agriculture, Industry & Service Sectors in the development of the Indian Economy; National income of India – Concept, significance, trends and measurement of national income.

6. Select Areas of Indian Economy

Population – size and growth and impact of population on economic development; unemployment – nature, various measures to reduce it; foreign trade and India's balance of payments. Five Year Plans and economic development; fiscal policy and national budget.

7. Money and Banking

Concept of money – its functions; Commercial Banks – role and functions; quantity theory of money, credit creation; Reserve Bank of India and its functions and monetary policy.

8. Economic Reforms and Liberalisation

Major economic reforms since 1991; Globalisation and its impact on Indian Economy, concept of WTO- an overview.

PART-B : STATISTICS (50 MARKS)

- 9. Descriptive Statistics:** Definition and functions of statistics, statistical techniques commonly used in business activities, law of statistics, limitations of statistics.

10. **Collection and Presentation of Statistical Data:** Primary and secondary data; Classification and tabulation of data; frequency distribution of data, diagrams and graphs.
11. **Measures of Central Tendency:** Mean, median and mode, geometric mean and harmonic mean
12. **Measures of Dispersion:** Range, quartile deviation, mean deviation, standard deviation
13. **Correlation Analysis:** Meaning, significance, nature and types of correlation, Karl Pearsons coefficient of correlation; rank correlation.
14. **Index numbers and Time Series Analysis:** Familiarization with the concepts relating to index numbers and time series (Simple Numerical Problems).

PAPER 3 : FINANCIAL ACCOUNTING

Level of knowledge : Basic knowledge

Objective : To familiarize and develop an understanding the skills of accounting principles for effective recording of business operations of an entity.

Detailed contents :

1. Introduction to Accounting
2. Recording of transactions
3. Preparation of bank reconciliation statement.
4. Rectification of errors
5. Preparation of final accounts (non-corporate entities)
6. Accounting for depreciation
7. Accounting for bills of exchange
8. Accounts of non-profit organizations
9. Single entry accounts - preparation of accounts from incomplete records.
10. Accounting for consignments and joint ventures
11. Partnership accounts – simple problems.
12. Insurance claims.

PAPER 4 : ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

Level of knowledge : Basic knowledge

Objectives :

- (i) To give an exposure to the students some of the important commercial laws, the knowledge of which is essential for an understanding of the legal implications of the general activities of a modern business organisation.
- (ii) To acquaint the students with the principles of management.

Detailed contents :

PART-A : ELEMENTS OF BUSINESS LAWS (50 MARKS)

1. Law

Meaning of law, its significance and relevance to modern civilized society; sources of law.

2. Law relating to Contract – An Overview

Contract - meaning, essentials of a valid contract, nature of contract, performance of contract, termination and discharge of contract, indemnity and guarantee bailment and pledge, law of agency

3. Law relating to Sale of Goods – An Overview

Essentials of a contract of sale, sale distinguished from agreement to sell, bailment, contract for work and labour and hire-purchase; conditions and warranties, transfer of title by non-owners, doctrine of *caveat emptor*, performance of the contract of sale; unpaid seller - his rights against the goods and the buyer

4. Law relating to Negotiable Instruments – An Overview

Definition of a negotiable instrument, instruments negotiable by law and by custom, types of negotiable instruments, parties to a negotiable instrument - duties, rights, liabilities and discharge, material alteration, crossing of cheques; payment and collection of cheques and demand drafts, presumption of law as to negotiable instruments.

5. Law relating to Partnership – An Overview

Nature of partnership and certain similar organisations-co-ownership, Joint Hindu Family, partnership deed, rights and liabilities of partners including those of newly admitted partners, retiring and deceased partners, implied authority of partners and its scope, registration of firms, dissolution of firms and of the partnership

6. Elements of Company Law

Meaning and nature of company, promotion and incorporation of a company; familiarisation with the concept of Board of directors, shareholders and company meetings, Company Secretary

PART-B : ELEMENTS OF MANAGEMENT (50 MARKS)**7. Nature of Management and its Process**

Meaning, nature of management and its process, planning, organising, directing, coordination and controlling

8. Planning

Policies and procedures; methods of planning, decision-making

9. Organising

Structure, principles and theories of organisation; span of management; centralisation and de-centralisation; line and staff functions, delegation, functional organisation; formal and informal organisation, growth in organisation

10. Staffing

Meaning, nature and functions of personnel management, selection, training and development; performance appraisal.

11. Direction and Co-ordination

Communication, motivation, morale and leadership, internal and external co-ordination; committees in management; management of change; organisation development (O.D.).

12. Controlling

Concepts and basic control process; essentials of a good control system; traditional and non-traditional control devices

13. Social Responsibility of Business.

EXECUTIVE PROGRAMME**MODULE I****PAPER 1 : GENERAL AND COMMERCIAL LAWS**

Level of knowledge Working knowledge

Objective To provide to the students basic understanding of some of the general and commercial laws which have a bearing on the conduct of the corporate affairs

Detailed contents :

1. Constitution of India

Broad framework of the Constitution of India fundamental rights, directive principles of state policy, ordinance making powers of the President and the Governors, legislative powers of the Union and the States; freedom of trade, commerce and intercourse, constitutional provisions relating to State monopoly, judiciary, writ jurisdiction of High Courts and the Supreme Court; different types of writs - *habeas corpus, mandamus, prohibition, quo warranto and certiorari*; Concept of delegated legislation.

2. Interpretation of Statutes

Need for interpretation of a statute; general principles of interpretation - internal and external aids to interpretation; primary and other rules.

3. An Overview of Law relating to Specific Relief; Arbitration and Conciliation; Torts; Limitation and Evidence.

4. Law relating to Transfer of Property

Important definitions; movable and immovable property; properties which cannot be transferred, rule against perpetuities, *lis pendens*, provisions relating to sale, mortgage, charge, lease, gift and actionable claim

5. Law relating to Stamps

Methods of stamping; consequences of non-stamping and under-stamping; impounding of instruments, construction of instruments for determination of stamp duty payable; adjudication, allowance and refund; penal provisions.

6. Law relating to Registration of Documents

Registrable documents - compulsory and optional; time and place of registration; consequences of non-registration, description of property; miscellaneous provisions.

7. Information Technology Law - An Overview

Important terms under Information technology legislation; digital signatures; electronic records; certifying authority, digital signature certificate; Cyber Regulation Appellate Tribunal; offences and penalties.

8. Code of Civil Procedure

Elementary knowledge of the structure of civil courts, their jurisdiction, basic understanding of certain terms - order, judgement and decree, stay of suits, *res judicata*, suits by companies, minors, basic understanding of summary proceedings, appeals, reference, review and revision.

9. Criminal Procedure Code

Offences, *mens rea*, cognizable and non-cognizable offences, bail, continuing offences, searches, limitation for taking cognizance of certain offences.

10. Law relating to Right to Information

Salient features of the Right to Information (RTI) Act, 2005; Objective; Public Authorities & their obligations; Designation of Public Information Officers (PIO) and their Duties; Request for obtaining information, Exemption from disclosure, Who is excluded; Information Commissions (Central & State) and their powers; appellate authorities; penalties; jurisdiction of Courts, Role of Central/State Governments.

PAPER 2 : COMPANY ACCOUNTS, COST AND MANAGEMENT ACCOUNTING

Level of knowledge Working knowledge

Objectives

- (i) To provide working knowledge of accounting principles and procedures for companies in accordance with the statutory requirements
- (ii) To acquaint the students with cost and management accounting techniques and practices

Detailed contents :

PART-A : COMPANY ACCOUNTS (50 MARKS)

- 1 Accounting standards - relevance and significance, national and international accounting standards
- 2 Accounting for share capital transactions - issue of shares at par, at premium and at discount, forfeiture and re-issue of shares, buy-back of shares, redemption of preference shares, rights issue
- 3 Issue of debentures - accounting treatment and procedures, redemption of debentures, conversion of debentures into shares
- 4 Underwriting of issues; acquisition of business, profits prior to incorporation, treatment of preliminary expenses
- 5 Preparation and presentation of final accounts of joint stock companies as per company law requirements, bonus shares
- 6 Holding and subsidiary companies - accounting treatment and disclosures, consolidation of accounts
- 7 Valuation of shares and intangible assets

PART-B : COST AND MANAGEMENT ACCOUNTING (50 MARKS)

- 8 Cost accounting – objectives of costing system, cost concepts and cost classification, management accounting – nature and scope, role of management accountant, tools and techniques of management accounting, distinction between financial accounting, cost accounting and management accounting
- 9 Elements of cost
 - (i) Material cost – purchase procedures, store keeping and inventory control, fixing of minimum, maximum and re-order levels, ABC analysis, pricing of receipts and issue of material and accounting thereof, accounting and control of wastage, spoilage and defectives.
 - (ii) Labour cost – classification of labour costs, payroll procedures, monetary and non-monetary incentive schemes, labour turnover and remedial measures, treatment of idle time and overtime
 - (iii) Direct expenses – nature, collection and classification of direct expenses and its treatment
 - (iv) Overheads – nature, classification, collection, allocation, apportionment, absorption and control of overheads
10. Methods of costing - unit costing, contract costing
11. Budgetary control – preparation of various types of budgets, advantages and limitations, budgetary control reports to management.
12. Marginal costing - application of marginal costing, cost-volume-profit relationship, break-even analysis, preparation of break-even charts; profit – volume graph, practical application of profit volume ratio
- 13 Analysis and interpretation of financial statements - nature, objectives, latest trends in presenting financial data, importance and limitations, accounting ratios - classification, advantages and limitations
14. Cash flow statements – classification of cash flows, preparation and usefulness.

PAPER 3 : TAX LAWS

Level of knowledge Working knowledge

Objectives .

- (i) To impart knowledge of the basic principles underlying the substantive provisions of income-tax, wealth tax, service tax and value added tax laws to the students.
- (ii) To equip students with application of principles and provisions of above tax laws in computation of income and taxation of a 'person' excluding companies under various heads of income and their assessment procedures

Detailed contents :

PART-A (60 MARKS)**The Income-tax Act**

1. Definitions, concept of income, previous year, assessment year, residential status.
2. Distinction between capital and revenue receipts and expenditure.
3. Basis of charge and scope of total income (Incomes deemed to accrue or arise in India and deemed to be received in India)
4. Incomes which do not form part of total income
5. Computation of total income under various heads, such as - salaries, income from house property, profit and gains of business or profession, capital gains, income from other sources.
6. Income of other persons included in assessee's total income, aggregation of income and set off or carry forward of losses; various deductions to be made in computing total income, rebates and reliefs, applicable rates of taxes and tax liability.
7. Taxation of every person excluding companies, viz., individuals including non-residents, Hindu Undivided Family, firms, association of persons, cooperative societies, trusts and charitable and religious institutions, etc
8. Provisions concerning procedure for filing returns, signatures, e-filing, assessment and reassessment
9. Tax deducted at source, collection, recovery and refund of tax; provisions of advance tax.
10. Charge of banking cash transaction tax, taxable banking transaction, value of taxable banking transaction, collection, recovery, return, assessment, rectification, interest on delayed payments, penalty, appeal, power to make rules
11. Charge of fringe benefit tax, fringe benefits and deemed fringe benefits, valuation, payment and return of fringe benefits, assessment, issue of notice, advance tax in respect of fringe benefits.

Wealth Tax

12. Charge of wealth tax; assets; deemed assets and assets exempt from tax; valuation of assets; computation of net wealth, return of wealth and provisions concerning assessment.

PART-B (20 MARKS)**Service Tax**

13. Background, Statutory provisions, taxable services, valuation, administrative mechanism and procedural aspects, rate and computation of tax.
14. Assessment, levy, collection and payment of service tax, exemptions, CENVAT credit for service tax, returns, appeals, revisions, advance rulings, role of Practising Company Secretaries.

PART-C (20 MARKS)**Value Added Tax**

- 15 Legislative background, concept of VAT- white paper on VAT, Report of Empowered Committee of State Finance Ministers, constitutional provisions, relationship of VAT with inter-state commerce and works contract tax, liability under VAT, withdrawal of Central Sales Tax, Goods and Service Tax
- 16 Computation, procedural aspects including registration, filing of returns, rates of tax, assessment, credit and set-off, returns, refunds, audit, appeals, revision and appearances
- 17 Appointment, jurisdiction and powers of authorities, certifications for professionals
- 18 Concept of VAT on services, VAT in other countries, scope for Company Secretaries

MODULE II**PAPER 4 : COMPANY LAW**

Level of knowledge Expert knowledge

Objective To develop an understanding of the regulation of companies and to provide thorough knowledge of the various provisions of the Company Law in India as well as Schedules and Rules made thereunder including their interpretation through case laws, departmental circulars, clarifications, notifications, etc

Detailed contents :**1. Introduction**

Nature and form of business enterprise, types of business enterprises, company – definition and nature

Historical development of corporate concepts, emergence of principles of limited liability and development of Company Law in England and India

Concept of corporate personality; corporate veil and its lifting

Working and administration of Company Law.

2. Incorporation and its Consequences

Types of companies and their incorporation, memorandum and articles of association and their alteration, registered office, publication of name, commencement of business; contracts, deeds, common seal, effect of incorporation.

Re-registration and registration of unregistered joint-stock companies.

The doctrine of *ultra-vires*, constructive notice and indoor management.

Promoters - meaning and importance; position, duties and liabilities.

3. Financial Structure

Concept of capital and financing of companies, sources of capital, classes and types of shares, equity with differential rights, issue of shares at par, premium and discount, forfeiture and surrender of shares, bonus issues, rights issues, issue of sweat equity shares, employees stock option scheme; private placement.

Alteration of share capital; reduction of capital; buy-back of shares.

Debt capital - debentures, debenture stock, bonds, new developments in corporate debt financing, debenture trust deed and trustees; conversion of and redemption of debentures.

Securing of debts – creation, modification and satisfaction of charges.

Prospectus – definition, abridged prospectus, red-herring prospectus, shelf prospectus; information memorandum, contents, registration, misrepresentations and penalties

Allotment and certificates - contracts to subscribe for shares, debentures and other securities, calls, share certificates and share warrants

4. **Membership, Depositories and Transfer/Transmission**

Membership - modes of acquiring membership, rights and privileges of members, register of members, dematerialisation and rematerialisation of securities; transfer and transmission of securities in physical and depository modes, nomination

5. **Management and Control of Companies**

Directors – appointment/re-appointment, qualifications, disqualifications, remuneration, vacation of office, retirement, resignation and removal; loans to directors, powers and duties, office or place of profit, role of directors, contracts in which directors are interested

Managing and whole-time directors and manager

Company secretary – appointment, role and responsibilities, company secretary as a principal officer

Meetings of directors and committees - frequency, convening, and proceedings of Board/Committee meetings; tele and video-conferencing of Board/ Committee(s), resolution by circulation; minutes and evidence.

General meetings - kinds of meetings, law, practice and procedure relating to convening and proceedings at general and other meetings – notice, quorum, proxy, voting including voting through electronic means, resolutions, circulation of members' resolution, etc., postal ballot, recording, signing and inspection of minutes, role of chairman

Distribution of powers of a company - division of powers between Board and general meetings, acts by directors in excess of authority, monitoring and management.

Sole Selling and Buying Agents - Meaning, appointment and reappointment, removal; powers of Central Government and rules framed for the purpose.

6. **Dividend**

Profit and ascertainment of divisible profits, declaration and payment of dividend, treatment of unpaid and unclaimed dividend; transfer of unpaid and unclaimed dividend to Investor Education and Protection Fund

7. **Investments, Loans and Deposits**

Law relating to making investments in and granting loans to other bodies corporate and giving guarantees and providing security.

Invitation, acceptance, renewal, repayment, default and remedies.

8. **Accounts and Audit**

Books of account; financial statements; audit and auditor's report; powers of the Central Government to direct special audit, cost audit

Auditors - appointment, resignation and removal; qualification and disqualification, rights, duties and liabilities.

9. **Board's Report and Disclosures – preparation; disclosures; directors' responsibility statement.**

Compliance certificate – need and purpose; issue and signing by practising company secretary, disclosure and filing.

10. **Registers and Returns – maintenance, authentication, presentation and inspection of statutory books/registers prescribed under various provisions of the company law and filing of various forms/returns to Registrar of Companies; procedure and penalties for delayed filing, etc.**

Annual Return – Nature and significance, contents, filing – preparation and disclosures, signing, certification and filing, maintenance, place of keeping and its inspection.

11. Inspection and Investigation

Inspection of documents, books of account, registers etc. powers of the inspector, seizure of books and documents, inspector's report; power of the Registrar of Companies, investigation into affairs of the company

12. Majority Rule and Minority Rights

Law relating to majority powers and minority rights

Shareholder remedies - actions by shareholders, statutory remedies, personal actions, prevention of oppression and mis-management

13. Compromises and Arrangements – an overview.

14. Societies, Co-operative Societies, Trusts, Producer Companies and Limited Liability Partnerships

Concept, formation, membership, functioning and dissolution

15. Application of Company Law to Different Sectors such as Banking, Insurance, etc.

16. Offences and Penalties – an overview

17. Striking off Name of Companies.

Concept

18. Winding up of Companies

Concept and modes

19. An Introduction to E-governance

PAPER 5 : ECONOMIC AND LABOUR LAWS

Level of knowledge Working knowledge.

Objective To provide an understanding of –

- (i) certain economic laws; and
- (ii) important labour laws which have direct relevance to the functioning of companies.

Detailed contents :

PART-A : ECONOMIC LAWS (60 MARKS)

1. Industries Development and Regulation

Objects and definitions - an overview of current Industrial Policy; regulatory mechanism under IDRA The Micro, Small and Medium Enterprises Development Act, 2006.

2. Foreign Trade Policy and Procedures

Main features, served from India scheme, export promotion council, vishesh krishi and gram udyog yojana, focus market scheme, duty exemption and remission schemes, advance authorisation scheme and DFRC, DEPB, EPCG, etc. EOUs, EHTPs, STPs, BPTs and SEZs.

3. Trade, Competition and Consumer Protection

Concept of competition, development of competition law, overview of MRTP Act, Competition Act, 2002 - anti competitive agreements, abuse of dominant position, combination, regulation of

combinations. Competition Commission of India, Appearance before Commission, compliance of Competition Law

Consumer protection in India, genesis of the law, objects, rights of consumers, nature and scope of remedies, appearance before Consumer Dispute Redressal Forums

4. Essential Commodities and Standards of Weights and Measures

Objects, powers of Central Government, seizure and confiscation of essential commodities, summary trial, Standards of Weights and Measures Act, 1976.

5. Management of Foreign Exchange Transactions

Objectives and definitions under FEMA. Current account transactions, Capital account transactions, foreign direct investment in India and abroad, acquisition and transfer of immovable property, Establishment in India of branch, office etc, Export of goods and services, Realisation and repatriation of foreign exchange, authorised person, penalties and enforcement

Foreign contributions and hospitality, Exemptions, powers of Central Government, adjudication and appeal, offences and penalties

6. Pollution Control and Environmental Protection

Concept of sustainable development, Government policy regarding environment, law relating to Prevention and Control of Air Pollution and Water pollution, Environment (Protection) Law, Appearance before Environment Tribunal/Authority

7. Management of Intellectual Property Rights

Concept and development of intellectual property law in India Law and procedure relating to patents, trade marks and copyrights, Overview of laws relating to other related intellectual property rights.

Intellectual Property Appellate Board

8. Prevention of Money Laundering

Genesis, concept and definitions, various transactions, etc. obligations of banks and financial institutions, RBI Guidelines on KYC.

PART-B : LABOUR LAWS (40 MARKS)

9. Minimum Wages Act, 1948

Object and scope, Minimum Wages Act, Advisory Board, Central Advisory Board, Authority and claims, compliances, offences and penalties.

10. Payment of Bonus Act, 1965

Object, application and major provisions; Exemption; compliances, offences and penalties.

11. Payment of Gratuity Act, 1972

Application and major provisions; Controlling Authority and the Appellate Authority, obligations and rights of employers and employees and compliances.

12. Employees' Provident Funds and Miscellaneous Provisions Act, 1952

Application and major provisions; Exemption and compliances

13. Employees' State Insurance Act, 1948

Application and major provisions; Employees' State Insurance, Employees' State Insurance Corporation, Employees' Insurance Court, Exemptions and compliances.

14. Workmen's Compensation Act, 1923

Object, scope and major provisions including proceedings before the Commissioner, appeals, compliances, penalties, special provisions.

15. Contract Labour (Regulation and Abolition) Act, 1970

Application, scope and major provisions including Advisory boards, registration of establishments, appointment of licensing officer, Welfare and health, compliances, penalties and procedure and inspectors

16. Industrial Disputes Act, 1947

Concept, objective, and significance, Authorities, procedure and powers, unfair labour practices, penalties

17. Industrial Employment (Standing Orders) Act, 1946

Object, scope and major provisions of the Act and compliances

18. Factories Act, 1948

Object, scope and major provisions, Authorities, compliances and penalties

PAPER 6 : SECURITIES LAWS AND COMPLIANCES

Level of knowledge Expert knowledge

Objective To provide expert knowledge and understanding of securities laws and the regulatory framework concerning capital markets in India

Detailed contents :

PART-A : SECURITIES LAWS (60 MARKS)**1. An Overview of Legal and Regulatory Framework**

Capital market regulatory framework – Securities Contracts (Regulation) Act, 1956, SEBI Act, 1992, Depositories Act, 1996, authorities governing capital markets, objective, power and functions of SEBI, Securities Appellate Tribunal, appearance before SAT

Profile of securities market, securities market reforms and regulatory measures to promote investor confidence, growth of money market in India – structure and institutional mechanism.

2. Capital Market Instruments and Rating

Capital market instruments - equity, debentures, preference shares, sweat equity, non-voting shares, new instruments of capital market - pure, hybrid and derivatives, money market instruments - treasury bills, commercial bills, commercial paper, participatory notes, rating and grading of instruments, concept, scope and significance, regulatory framework, rating agencies in India, rating methodologies

3. Capital Market Intermediaries

Primary market and secondary market intermediaries - role and functions, merchant bankers, stock brokers, registrars to an issue, underwriters, bankers to issue, portfolio managers, debenture-trustees, foreign Institutional investors etc., self regulatory organisations, guidelines on anti money laundering, surveillance, holding of enquiry

4. Secondary Market Institutions

Functions and significance of stock exchanges, regulatory framework, operations and trading mechanism of stock exchanges, Settlement of securities, surveillance mechanism at stock exchanges, straight through processing, demutualisation of stock exchanges

5. Mutual Funds

Introduction, definitions, types, risks involved, setting up of mutual fund, concept of Trustee and Asset Management Company, regulatory framework

6. Venture Capital

Concept of venture capital, regulatory framework, registration, investment conditions and restrictions, foreign venture capital investors, private capital funds

7. Collective Investment Schemes

Regulatory framework governing collective investment schemes, restrictions on business activities, submission of information and documents, trustees and their obligations

8. Buy-Back of Securities

Objectives of buy-back, available sources for buy-back of securities, conditions to be fulfilled and obligations for buy-back of securities of both listed and unlisted companies, pricing for buy back, modes of buy-back

9. Depository System

Overview of depository system in India, Depositories Act, definitions, setting up of depository, role and functions of depository, depository participants, inspection and penalties, internal audit and concurrent audit of depository participants

PART-B : ISSUE MANAGEMENT AND COMPLIANCES (40 MARKS)

10. Issue of Capital

Listing of securities, SEBI Guidelines for Disclosure and Investor Protection (DIP), procedure for issue of various types of shares and debentures, employee stock option scheme, and employee stock purchase scheme, delisting of securities.

11. Resource Mobilisation in International Capital Market

Listing of securities issued outside India - Foreign Currency Convertible Bonds, Global Depository Receipts, American Depository Receipts, External Commercial Borrowings, procedure for issue of various instruments.

12. Indian Depository Receipts

Indian Depository Receipts, procedure for making an issue of IDRs; conditions for issue of IDRs; listing of IDRs

PROFESSIONAL PROGRAMME**MODULE I****PAPER 1 : COMPANY SECRETARIAL PRACTICE**

Level of knowledge Expert knowledge

Objective To provide an in-depth understanding of the procedures under the Companies Act, Rules and Regulations made thereunder including understanding of international dimensions of company law

Detailed contents :

1. E-governance (MCA – 21)

Important Features of MCA-21 – CIN, DIN, DSC, CFC, SRN, etc. E-forms and on-line filing and inspection of documents

2. Company Formation and Conversion

Choice of form of business entity, conversion/re-conversion of one form of business entity into another

Procedure for incorporation of private/public companies, companies limited by guarantee and unlimited companies and their conversions/re-conversion/re-registration, obtaining certificate of commencement of business, obtaining certification of re-registration, commencement of new business and certification, filing of agreements with managerial personnel,

Formation of associations not for profit and non profit companies, procedure relating to foreign companies carrying on business in India

3. Alteration of Memorandum and Articles

Procedure for alteration of various clauses of memorandum name clause, situation of registered office clause, objects clause, capital clause and liability clause, procedure for alteration of articles, effect of alteration

4. Issue and Allotment of Securities

Procedure for public issue, rights issue and bonus shares, procedure for issue of securities at par/premium/discount, procedure for calls on shares, Issue of sweat equity shares, employees stock option scheme, shares with differential voting rights, issue and redemption of preference shares, issue of shares on preferential basis/ private placement

Return of allotment and effect of irregular allotment, issue of certificates, alteration of share capital, procedure for forfeiture of shares and re-issue of forfeited shares, cancellation of shares, surrender of shares, conversion and re-conversion of shares into stock

Procedure for issue of debentures including creation of security and debenture redemption reserve, drafting of debenture trust deed, conversion of and redemption of debentures

5. Membership and Transfer/Transmission

Procedure for induction of members, nomination of shares, variation of shareholders' rights, cessation of membership including dispute resolution

Transfer/transmission/transposition, dematerialization/rematerialisation of securities

6. Directors and Managerial Personnel

Procedure for appointment, reappointment, resignation, removal and varying terms of appointment/ re-appointment of directors and managerial personnel.

Procedure for payment of remuneration to directors and managerial personnel and disclosures thereof, compensation for loss of office, waiver of recovery of remuneration, directors and officers liability insurance.

Procedure for making loans to directors, disclosure of interest by a director, holding of office or place of profit by a director/relative, etc. of a director.

Company Secretary – Appointment, resignation and removal of Company Secretary, role of the Company Secretary, functions and duties, relationship with chairman and directors, secretary as advisor to the chairman and the board

Company Secretary in Practice – Functions, procedure for appointment, resignation and removal of company secretary in practice

Auditors

Procedure for appointment/reappointment, resignation and removal of statutory auditors and branch auditors, appointment of cost auditors, special auditors, CAG audit

7. Decision-making Forums and Meetings

Collective decision making forums- authority, accountability, delegation and responsibility.

Board Meetings Convening and management of Board and Committee Meetings

General Meetings convening and management of statutory meeting, annual and extra-ordinary general meetings, class meetings, preparation of notices and agenda papers

Procedure for passing of resolutions by postal ballot, conducting a poll and adjournment of a meeting.

Post-meeting formalities including preparation of minutes and dissemination of information and decisions including filing thereof

8. Preparation & Presentation of Reports

Preparation of financial statements, auditors' report, directors' report and report on corporate governance

9. Distribution of Profit

Procedure for ascertainment of divisible profits and declaration of dividend, payment of dividend, claiming of unclaimed/unpaid dividend, transfer of unpaid/unclaimed dividend to Investor Education and Protection Fund

10. Charges

Procedure for creation/modification/satisfaction of charges and registration thereof, register of charges, inspection of charges.

11. Inter-corporate Loans, Investments, Guarantees and Security

Procedure for making inter-corporate loans, investments, giving of guarantees and providing of security

12. Filing and Filing of Returns and Documents, etc.

Procedure for filing and filing of returns and documents :

- (a) Annual filing, i.e., annual accounts, compliance certificate, annual return, etc.
- (b) Event based filing.

13. Striking off Names of Companies – Law and Procedure.

14. Best Practices - Secretarial Standards

Concept, scope and advantages; Secretarial Standards issued by the ICSI, Compliance of secretarial standards for good governance.

15. Insider Trading

Concept and rationale behind prohibition of insider trading, SEBI's Insider Trading Regulations, major actions taken by SEBI so far, Role of Company Secretary in compliance requirements.

16. Global Developments in Company Law

Contemporary developments, distinguishing and evolving features of company law in other jurisdictions.

PAPER 2 : DRAFTING, APPEARANCES AND PLEADINGS

Level of knowledge Working knowledge.

Objective To acquaint the students with fundamentals of drafting, pleadings and advocacy techniques

Detailed contents :

1. General Principles of Drafting

General principles and rules of drafting of deeds and conveyance, basic components of deeds, endorsement and supplemental deeds, aids to clarity and accuracy, legal requirements and implications

2. Drafting of Agreements

Drafting of various Agreements including collaboration agreements, arbitration, guarantees, counter guarantees, bank guarantee, hypothecation agreement, outsourcing agreements, service agreements, leave and license, etc.

3. Drafting of Various Deeds

Deed of sale of land, building, mortgage, licence, lease, assignment, trust, partnership, Power of Attorney, etc

4. Drafting of Agreements under the Companies Act

Pre incorporation contracts, Memorandum and Articles of Association and other agreements.

5. Appearances and Pleadings

Appearance before tribunals/quasi judicial bodies such as CLB, SAT, NCLT, CCI TRAI, etc and appellate authorities

Drafting of petitions/applications, drafting of written statement, counter affidavit, reply and rejoinder

Drafting of Affidavit in evidence, arguments on preliminary submissions, arguments on merits, legal pleadings and written submissions

Drafting and filing of Appeals, writ petitions, special leave petition, revision and review applications, affidavits

Dress code, etiquettes and court craft

6. Compounding of Offences

Compounding of offences under the Companies Act, SEBI Act, FEMA etc Consent Orders.

MODULE II

PAPER 3 : FINANCIAL, TREASURY AND FOREX MANAGEMENT

Level of knowledge : Expert knowledge

Objectives :

- (i) To provide conceptual clarity about the management tools and techniques used in financial planning, analysis, control and decision making
- (ii) To provide knowledge of derivatives, forex and treasury management to enable the candidates to tackle practical situation with ease

Detailed contents :

1. Nature and Scope of Financial Management

Nature, significance, objectives and scope of financial management, risk-return and value of the firm, financial distress and insolvency; financial sector reforms and their impact on financial management, functions of finance executive in an organisation; financial management – recent developments.

2. Capital Budgeting Decisions

Planning and control of capital expenditure; capital budgeting process; techniques of capital budgeting- discounted and non-discounted cash flow methods, choice of methods; capital rationing, risk evaluation and sensitivity analysis, simulation for risk evaluation; linear programming and capital budgeting decisions.

3. Capital Structure Decisions

Meaning and significance of capital structure; capital structure vis-a-vis financial structure, capital

structure planning and designing, optimal capital structure, determinants of capital structure, capital structure and valuation - theoretical analysis, EBIT – EPS analysis, cost of capital, factors affecting cost of capital, measurement of cost of capital, weighted average cost of capital, marginal cost of capital, risk and leverage, measures of leverage, leverage effects on shareholders returns

4. Sources of Finance

Equity, non-voting preference shares, debentures and bonds, company deposits, term loans from financial institutions and banks, international finance and syndication of loans, euro-issues and external commercial borrowings, FCCB, internal funds as a source of finance, dividend policy and retention of profits, bonus shares, deferred payment arrangements, corporate taxation and its impact on corporate financing, financing cost escalation

5. Dividend Policy

Introduction, types, determinants and constraints of dividend policy, different dividend theories — Walter's Model, Gordon's Model and Modigliani-Miller Hypothesis of dividend irrelevance, forms of dividend, dividend policy - practical considerations and legal constraints, corporate dividend practices in India, statutory framework

6. Working Capital Management and Control

Working capital - meaning, types, determinants, assessment of working capital requirements - operating cycle concept and applications of quantitative techniques; management of working capital - cash, receivables, inventories, financing of working capital, banking norms and macro aspects of working capital management

7. Security Analysis and Portfolio Management

Security analysis - fundamental approach, technical approach and efficient capital market theory, portfolio management - meaning, objectives, portfolio theory – traditional approach, modern approach - CAPM model

8. Financial Services

Meaning, significance and scope of financial services, types of financial services – merchant banking, leasing and hire purchase, venture capital, mutual funds, factoring and forfeiting, securitisation of debt, loan syndication, custodial and corporate advisory services, credit rating

9. Project Planning and Control

Project Planning and preparation of project report, project appraisal under normal, inflationary and deflationary conditions; project appraisal by financial institutions – lending policies and appraisal norms by financial institutions and banks, loan documentation and loan syndication, project review and control, social cost and benefit analysis of project

10. Derivatives and Commodity Exchanges

Concept of derivatives; financial derivatives and commodity derivatives; types of derivatives - forward contracts, futures contracts, options, participants in futures and options market, Index based derivatives and security based derivatives; derivatives and exposure management, currency forwards, currency futures, currency options and currency swaps and interest rate risk management; derivative markets in India, commodity exchanges in India.

11. Treasury Management

Meaning, objectives, significance, functions and scope of treasury management; relationship between treasury management and financial management, role and responsibilities of chief finance executive, tools of treasury management, internal treasury controls, environment for treasury management, role of information technology in treasury management; liquidity management, regulation, supervision and control of treasury operations, implications of treasury on international banking.

12. Forex Management

Nature, significance and scope of forex management; foreign exchange market and its structure; foreign exchange rates and their determination; exchange rate quotes; types of exchange rates, forex trading, currency futures and options; foreign exchange risk exposures and their management, exchange rate forecasting; risk in foreign exchange business

13. Recent Developments in Financial, Treasury and Forex Management

14. Practical Problems and Case Studies.

PAPER 4 : CORPORATE RESTRUCTURING AND INSOLVENCY

Level of knowledge Expert knowledge

Objectives To provide an in-depth understanding of all aspects of law and practical issues relating to corporate restructuring and insolvency

Detailed contents :

PART-A : CORPORATE RESTRUCTURING (70 MARKS)

1. Introduction

Meaning of corporate restructuring, need, scope and modes of restructuring, historical background, global scenario, national scenario

2. Strategies

Planning, formulation and execution of various corporate restructuring strategies - mergers, acquisitions, takeovers, disinvestments and strategic alliances, demergers and hiving off

3. Mergers and Amalgamations

Meaning and concept, legal, procedural, economic, accounting, taxation and financial aspects of mergers and amalgamations including stamp duty and allied matters; interest of small investors; merger aspects under competition law; jurisdiction of courts; filing of various forms; Amalgamation of banking companies and procedure related to Government companies; Cross border mergers

4. Takeovers

Meaning and concept, types of takeovers, legal aspects - SEBI takeover regulations, procedural, economic, financial, accounting and taxation aspects, stamp duty and allied matters, payment of consideration, bail out takeovers and takeover of sick units, takeover defences, cross border takeovers

5. Funding of Mergers and Takeovers

Financial alternatives, merits and demerits; funding through various types of financial instruments including equity and preference shares, options and securities with differential rights, swaps, stock options, ECBs, funding through financial institutions and banks, rehabilitation finance, management buyouts/leveraged buyouts

6. Valuation of Shares and Business

Introduction, need and purpose, factors influencing valuation, methods of valuation of shares, corporate and business valuation

7. Corporate Demergers and Reverse Mergers

Concept of demerger, modes of demerger - by agreement, under scheme of arrangement, demerger and voluntary winding up, legal and procedural aspects, tax aspects and reliefs; reverse mergers - procedural aspects and tax implications.

8. Post Merger Re-organisation

Factors in post merger reorganization: integration of businesses and operations, financial accounting, taxation, post merger valuation, human and cultural aspects; assessing accomplishment of post merger objectives; measuring post merger efficiency.

9. Financial Restructuring

Reduction of capital; reorganisation of share capital

Buy-back of shares - concept and necessity, procedure for buy-back of shares by listed and unlisted companies

10. Legal Documentation.

11. Case Studies.

PART-B : CORPORATE INSOLVENCY (30 MARKS)**12. Revival, Rehabilitation and Restructuring of Sick Companies**

Sick companies and their revival with special reference to the law and procedure relating to sick companies.

13. Securitisation and Debt Recovery

Securitisation Act

Overview of the Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002, process, participants, Special Purpose Vehicle (SPV), Asset Reconstruction Companies (ARCs), Qualified Institutional Buyers (QIB).

Debt Recovery Act

Overview of the Recovery of Debts Due to Banks and Financial Institutions Act, 1993, Tribunal, Procedure, compromises and arrangements with banks and creditors

14. Winding up

Concept, modes of winding up, administrative machinery for winding up

Winding up process and procedure, managing stakeholders and parties in liquidation, conducting meetings of shareholders/creditors etc; dealing with contracts; managing estate, outsourcing responsibilities to professionals/service providers such as valuers, security agencies, etc, best practices in performing liquidation/administrator functions, accountability and liabilities; Role of liquidators and insolvency practitioners

Consequences of winding up, winding up of unregistered companies, dissolution

15. Cross Border Insolvency.**MODULE III****PAPER 5 : STRATEGIC MANAGEMENT, ALLIANCES AND INTERNATIONAL TRADE**

Level of knowledge : Working knowledge.

Objectives : To develop the basic understanding of the students about the concepts, techniques and processes relating to strategic management, alliances as well as International Trade and treaties including World Trade Organisation.

Detailed contents :

PART-A : STRATEGIC MANAGEMENT (40 MARKS)**1. Nature and Scope of Strategic Management**

Concept, role, functions and processes of strategic management in globally, competitive and knowledge-based environment.

2. Environmental Scanning and Internal Appraisal Analysis

(a) Identification of external variables - economic, technological, legal, political, socio-cultural and global; industry appraisal analysis and forecasting; synthesis of external factors;

(b) Internal scanning of the firm;

(c) Tools and techniques of strategic management – SWOT analysis, situational analysis; Gap analysis, impact analysis, value chain analysis; business process re-engineering.

3. Planning and Formulation

Formulation of Corporate vision, mission, goals and objectives; developing strategic alternatives, evaluations of alternatives, selection of best alternative; strategic planning vis-à-vis tactical planning; Strategic models for optimal decision-making.

4. Implementation and Control

Strategy implementation, developing programs, budgets and procedures, strategic control, managing strategic changes

5. Review

Performance Evaluation - criteria and challenges

6. Risk Management

Meaning, objectives and significance, types of risks, measuring the trade off between risk and return, control and management of business risks

7. Management Information Systems

Concept, elements and structure, approaches of MIS development, pre-requisites of an effective MIS, Enterprise Resource Planning (ERP)

8. Internal Control Systems

Meaning, definition, objectives, classification, scope and limitation of internal control, steps and techniques of internal control systems

PART-B : STRATEGIC ALLIANCES (20 MARKS)**9. Nature and Scope**

Meaning, types and stages, integrating alliances into corporate strategy, cross cultural alliances, implementation and management of strategic alliances

10. Foreign Collaborations and Joint Ventures

Industrial Policy, Foreign Investment Policy, kinds and negotiation of collaboration and joint ventures, drafting of agreement, restrictive clauses, Indian joint ventures abroad – Indian experiences

PART-C : INTERNATIONAL TRADE (40 MARKS)**11. International Trade and Treaties**

Concept and Theories of International Trade, Institutionalisation of international trade, establishment of World Trade Organisation, Economic Blocks and Trade Agreements such as ASEAN, EU, SAPTA, NAFTA etc., India's Free Trade, Economic Cooperation and Partnership Agreements

12. Anti-dumping, Subsidies and Countervailing Duties

WTO agreements on anti-dumping, safeguard measures, subsidies & countervailing duties; Regulatory Framework and procedure in India.

13. Settlement of Disputes under WTO

Rules, regulations and procedures relating to settlement of disputes under WTO.

PAPER 6 : ADVANCED TAX LAWS AND PRACTICE

Level of knowledge : Expert knowledge

Objectives .

To provide —

- (i) knowledge of framework of taxation system in India.
- (ii) knowledge of various concepts and their application relating to tax laws with a view to integrating the relevance of these laws with financial planning and management decisions
- (iii) an overview of international taxation

Detailed contents :**PART-A : DIRECT TAXATION - LAW AND PRACTICE (30 MARKS)****1. General Framework of Direct Taxation in India**

Different direct tax laws and their inter-relationship, importance of Income Tax Act and Annual Finance Act and related Constitutional provisions, harmonisation of tax regime

2. Companies under Income-tax Laws

Classification and tax incidence, corporation tax as per Article 366, computation of taxable income and assessment of tax liability considering special provisions relating to companies.

3. Tax Planning

Concept of tax planning, Tax planning with reference to setting up a new business, locational aspects; nature of business, tax holiday, etc

Tax planning with regard to specific management decisions such as mergers and takeovers, location of undertaking, introduction of voluntary retirement, tax planning with reference to financial management decisions such as borrowing or investment decisions, reorganisation or restructuring of capital decisions

Tax planning with respect to corporate reorganization, tax planning with reference to employees' remuneration

Tax planning vis-à-vis important provisions of wealth-tax including court rulings and legislative amendments

4. Tax Management

Return and procedure for assessment, special procedure for assessment of search cases, e-commerce transactions, liability in special cases; collection and recovery of tax; refunds, appeals and revisions; penalties imposable, offences and prosecution.

PART-B : INDIRECT TAXATION – LAW AND PRACTICE (50 MARKS)**5. Introduction**

Special features of indirect tax levies—all pervasive nature, contribution to Government revenues, constitutional provisions authorizing the levy and collection of duties of central excise, customs, service tax, central sales tax and VAT

6. Central Excise Laws

Basis of chargeability of duties of central excise - goods, manufacture, classification and valuation of excisable goods, CENVAT, assessment procedure, exemption, payment, recovery and refunds of duties.

Clearance of excisable goods, Central Excise Bonds; maintenance of accounts and records and filing of returns.

Duties payable by small scale units set-off of duties – concept, meaning and scheme; Central Excise Concessions on exports; search, seizure and investigation; offences and penalty.

Adjudication, Appeal and Revision, including appearance before CEGAT by Company Secretary as authorised representative; settlement of cases

7. Customs Laws

Levy of and exemption from, customs duties – specific issues and case studies, assessment and payment duties; recovery and refund of customs duties

Procedure for clearance of imported and exported goods; drawback of duties.

Transportation and warehousing

Confiscation of goods and conveyances and imposition of penalties; search, seizure and arrest, offences and prosecution provisions.

Adjudication, Appeal and Revision; Settlement of Cases.

8. Promissory Estoppel in Fiscal Laws – principles and applicability with reference to indirect taxes

9. **Tax Planning and Management** – scope and management in customs, with specific reference to important issues in the respective areas

PART-C: INTERNATIONAL TAXATION (20 MARKS)

10. Basic Concepts of International Taxation

Residency issues, source of income, tax havens, unilateral relief and Double Tax Avoidance, transfer pricing, international merger and acquisitions, impact of tax on GATT 94, WTO, anti dumping processing, the subpart F Regime, definition of CFC, Subpart F Income and Operating Rules

11. Advance Ruling and Tax Planning

Authority for advance rulings, its power and procedure, applicability of advance ruling, application for advance ruling and procedure on receipt of application

Tax planning and special provisions relating to certain incomes of non-resident corporate assessee

Double taxation avoidance agreements, general principles, provisions and tax implications thereof

12. Taxation of Inbound Transactions

Taxation of passive investments, capital gains and losses, income taxation, property taxation, branch profit taxation

13. Taxation of Outbound Transactions

Foreign tax credit, foreign income exclusions, indirect foreign tax credit (deemed paid system vs current pooling system), Controlled Foreign Corporations, PFIC's (Passive Foreign Investment Companies), cross border merger, acquisitions and transfers

MODULE IV

PAPER 7 : DUE DILIGENCE AND CORPORATE COMPLIANCE MANAGEMENT

Level of knowledge Expert knowledge

Objective

- (i) To provide thorough understanding and appreciation of composite legal due diligence in regard to certain corporate activities
- (ii) To provide expert knowledge about the Corporate Compliance Management

Detailed contents :

1. Due Diligence

Nature, objectives, significance and scope of due diligence, steps in the process of due diligence.

Areas of Due Diligence

- Initial Public Offer (IPO), Follow-on Public Offer (FPO), Rights issue, Employees Stock Option Plans (ESOPs), Preferential Allotment
- Issue of debt (both long term & short term) such as debentures, bonds, warrants etc
- Takeovers and acquisitions
- Setting up of business units in India and abroad
- Setting up joint ventures
- Compliance of Listing Agreement
- Internal Audit of Depository Participants
- Issue of Global Depository Receipts
- Issue of Indian Depository Receipts
- Legal Due Diligence

2. Compliance Management

Concept and significance, systems approach to compliance management, process of establishment of compliance management system, compliance in letter and spirit

3. Secretarial Audit

Need, objectives and scope; process; periodicity and format for secretarial audit report, check-list under various corporate laws; share transfer audit, compliance certificate.

4. Search / Status Reports

Importance, scope; verification of documents relating to charges; requirements of financial institutions and corporate lenders, preparation of report.

5. Securities Management and Compliances

Meaning, need and scope; mechanism for self-regulation, advantages to company, regulator and investors

PAPER 8 : GOVERNANCE, BUSINESS ETHICS AND SUSTAINABILITY

Level of knowledge : Expert knowledge

Objective : To provide knowledge on global development and best practices in the corporate world.

Detailed contents :

PART-A : CORPORATE GOVERNANCE (50 MARKS)

1. Evolution, concept, principles and development.
2. Management structure for corporate governance, Board structure; building responsive boards - issue and challenges; effectiveness of Board, board committees and their functioning in particular audit committee, legal compliance committee and Stakeholders' relationship committee; appraisal of Board performance, transparency and disclosure, internal control system and risk management.
3. An analysis of legislative framework of corporate governance in various countries – such as UK, USA, India
4. Corporate communication, art and craft of investors relations; shareholders activism, investor protection and changing role of Institutional Investors.
5. Corporate Social Responsibility and good corporate citizenship.
6. Various corporate governance forums - Common Wealth Association for Corporate Governance (CACG), Organization for Economic Cooperation Development (OECD), International Corporate Governance Network (ICGN), National Foundation for Corporate Governance (NFCG), etc

PART-B : BUSINESS ETHICS (30 MARKS)

7. Genesis, significance and scope; organization perspectives.
8. Ethical principles in business – codes and innovations.
9. Concept of the stakeholders' organization
10. Activity analysis, business dilemma versus decision, characteristics of ethical dilemmas; the dilemma resolution process; business ethics as a strategic management tool; stakeholders' protection.
11. Challenges of business ethics and corporate leadership

PART-C: CORPORATE SUSTAINABILITY (20 MARKS)

12. Genesis, meaning, nature, objectives, significance and scope of corporate sustainability
13. Sustainability reporting - frameworks and guidance; trends and drivers; business benefits of corporate sustainability reporting; leadership programmes and stakeholder engagement; corporate sustainability management systems.
14. Legal framework; conventions and treaties on environmental, health and safety and social security issues.
15. Principle of Absolute Liability - Case studies.
16. Contemporary developments.

5:5:9(1)

- (ix) Emergent Academic Council 4 2010:5:2(xv) dt 19.8.2010 on M.Phil/Ph.D. candidate.

In view of the said Emergent Academic Council , resolution further clarity as received from Chairman Academic Council Standing Committee is placed at Annexure 'A'.

The matter is placed before the Council for consideration



NORTH-EASTERN HILL UNIVERSITY

Department of Geography, Permanent Campus, Umsing-Mawkynroh, Shillong-793022, INDIA
☎ 91-0364- 2723203 (O)/ 91-364-2520702, Email: acmohapatra@nehu.ac.in, acmohapatra@yahoo.co.uk

Dr. A. C. Mohapatra, Ph.D.
Professor, Chair, AC Standing Committee

NO. ACSC/14/2009-015
September 27, 2010

The Vice Chancellor
North-Eastern Hill University
Chairperson, NEHU Academic Council
Shillong- 793022

*PVC Shillong
Kamod Jardon
27/9/10*

Sub: Reso. FAC:4:2010:5:2(xv) Enabling provision- Agenda for ensuing meeting of the Academic Council

Sir,

In light of the above decision of the Emergent Academic Council meeting of 19.8.2010, it may be appropriate to consider further clarity in the resolution which may be kindly considered for consideration of the forthcoming Academic Council meeting scheduled on October 1, 2010.

"All M.Phil/ Ph.D candidates registered after July 11, 2009 but before June 7, 2010 (meeting of the Executive Council of NEHU) can be given option to undergo coursework as per amended Ord OC-4 and OC-5 and Regulation RC-23 and provided with a completion certificate on the coursework under the amended provisions. However, their M.Phil/ Ph.D registration shall be governed under the un-amended provisions of the above Ordinances."

I appreciate your kind consideration of the matter for inclusion in the Agenda for consideration of the Academic Council.

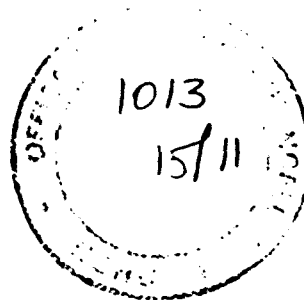
Thanking you,

Yours faithfully,

A.C. Mohapatra
A.C. Mohapatra

*Received back from
Prof. Jardon on 15/11/10*

*SAB to VCE
VCE passed
15/11/10
MUV
27/11/10*



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15.11.10*

(x) Extension of time of Ph.D. Registration.

The following cases were considered by the concerned School Boards for extension of Ph.D. registration under the provision of Ordinance OC-4 Clause 5(2) wherein it is also provided that the candidates may submit their thesis within 2(two) years following the extension of Registration.

Name of the candidates and Department	Date of approval by the School Board	Date of Registration	Extension Recommendation
1	2	3	4
School Board of Humanities			
1. O L. Longkumer Deptt. of Philosophy	20/4/10	25/10/05	upto 25/10/12 (Two years)
2. Antymeeda Pohty Deptt. of Philolsophy	-do-	16/5/06	upto 16/5/13 (Two years)
3. Ms. Jean S. Dkhar Department of Hindi	-do-	13/5/05	up to 13.5.11 (One year)
4. Langkumar K. War Department of English	-do-	25/10/05	upto 25.10.12 (Two years)
5. Rita D Nameirakpam Department of English	-do-	25/10/05	upto 25.10.11 (One year)
6. S.Khaiminthang Department of English	-do-	25/10/05	upto 25.10.11 (One year)
7. M.S.P. Syiem Department of Khasi	-do-	13/5/05	upto 13.5.12 (Two years)
8. Thomlin Lynshing Department of Khasi	-do-	13.5.05	upto 13.5.12 (Two years)
9. Ms. T. Marbaning Deptt. of Khasi	-do-	13/5/05	Upto 13.5.12 (Two years)
10. Ms. B. Kshiar Deptt. of Khasi	-do-	19/10/04	Upto 19.10.11 (One year)
11. Ms. B. Nongrum Department of Khasi	-do-	25/10/05	Upto 25.10.12 (Two years)
12. Indrani B. Bhuyan Deptt. of English	16/9/10	16/5/06	Upto 16.5.12 (One year)
13. Barika Khyriem Department of Linguistics	-do-	25/10/05	upto 25.10.12 (Two years)
14. Wandashisha Lyngdoh Deptt. of Linguistics	-do-	25/10/05	upto 25.10.12 (Two years)
15. Mr. Alpha Hercules Sawkmie Deptt. of Khasi	-do-	25/10/05	upto 25.10.12 (Two years)
16. W. Marchtime Kharyngki Department of Khasi	-do-	16/5/06	Upto 16.5.13 (Two years)

School Board of Life Sciences

17. Ms. Nabanita Devadasan Department of Botany	26/4/10	20/5/05	upto 19.11.10 (Six months)
18. Ms. Meena Elangbam Deptt. of Botany	-do-	20/5/05	upto 19.5.12 (Two years)
19. Ms. Neihousana Nakhro Deptt. of Botany	-do-	10/10/05	upto 9.4.12 (Two years)
20. Ms. Evanyilla Kharlyngdoh Department of Botany	-do-	20/5/05	Upto 19.5.11 (One year)
21. Mr. Mark Kordor Lyngdoh Department of Botany	-do-	20/5/05	Upto 19.5.11 (One year)
22. Mr. Ratul Baishya Department of Botany	-do-	20/5/05	Upto 19.5.11 (One year)
23. Ms. C. Malsawmtluangi Department of Zoology	-do-	10/10/05	Upto 19.10.12 (Two Years)
24. Ms. Ibandarisuk Lyngdoh Department of Botany	17/9/10	10/10/05	Upto 9.10.12 (Two years)
25. Ms. Pynhunshisha Kharkrang Department of Botany	-do-	10/10/05	Upto 9.10.12 (Two years)
26. Mr. Kitboklang Nongrum Department of Botany	-do-	8/5/06	Upto 7.5.12 (One Year)
27. Ms. Mildona Swer Department of Botany	-do-	8/5/06	Upto 7.5.12 (One year)
28. Mrs. K R Mary Martha Department of Zoology	-do-	10/10/05	Upto 9.10.12 (Two years)
29. Mr. Daman Arrun Rabha Department of Zoology	-do-	10/10/05	Upto 9.10.12 (Two years)
30. Mr. Avdhesh Kumar Rai Department of Zoology	-do-	10/10/05	Upto 9.10.11 (One year)
31. Mr. Biplab Kumar Saha Department of Zoology	-do-	10/10/05	Upto 9.10.11 (One year)

School Board of Human & Environmental Science

32. Deimaphi Shisha Sun Deptt. of Anthropology	19/4/10	24/5/05	upto 22/5/12
33. Temsutola Deptt. of Anthropology	-do-	24/5/05	upto 22/11/10
34. Phalguni Kayenpaibam Deptt. of Environmental Studies	-do-	24/5/05	upto 22/5/11
35. Banida S. Kharkongor Deptt. of Geography	-do-	31/10/05	upto 29/10/12
36. Gajen Bhuyan Deptt. of Geography	-do-	24/5/05	upto 22/5/12
37. J. C. Deka Deptt. of Geography	-do-	31/10/05	upto 29/10/12
38. L. Basanta Singh Deptt. of Geography	-do-	31/10/05	upto 29/10/11
39. Markynti Swer Deptt. of Geography	27/9/10	16/6/06	upto 14/6/13
40. Wanrihun D. Diengdoh Deptt. of Geography	-do-	31/10/05	upto 29/10/12

School of Physical Sciences.			
41. Mr. Sujit Das Department of Chemistry	20/4/10	24/5/05	Upto 23/5/11
42. Mr. Oinam Gobin Singh Department of Chemistry	-do-	24/5/05	Upto 23/5/11
43. Mr. Pradip Das Department of Chemistry	-do-	24/5/05	Upto 23/5/11
44. Mr. Aziz Ahmed Department of Chemistry	-do-	24/5/05	Upto 23/5/11
45. Mr. Sandy A.War Department of Physics	-do-	28/10/05	Upto 27/10/12
46. Mr. Angon Tiken Singh Department of Mathematics	-do-	24/5/05	Upto 23/5/12
47. Mr. Shailanstar Khongsit Department of Mathematics	-do-	24/5/05	Upto 23/5/12
48. Mr. Ningthoujam Jiban Singh Department of Mathematics	-do-	24/5/05	Upto 23/5/12
49. Mr. Bijoy Krishna Handique Department of Statistics	-do-	24/5/05	Upto 23/5/12
50. Ms. J.Rivulet Gidon Department of Mathematics	7/9/10	2/4/09	Upto 31/1/11
51. Ms. Jutirekha Dutta Department of Mathematics	-do-	15/9/09	Upto 24/11/10
52. Mr. Bharat Borah Department of Mathematics	-do-	15/9/09	Upto 24/2/11
53. Mr. A.Munaf Kharbuli Department of Chemistry	-do-	1/11/04	Upto 31/10/11
54. Mr. Gunajyoti Das Department of Chemistry	-do-	1/11/04	Upto 31/10/11
School Board of Economics Management & Information Sciences			
55. Mr. Premchand Department of Lib & Inf. Scs.	20/4/10	28/4/04	Upto 28/4/11
56. Ms. Ibandalin Wanswett Department of Economics	-do-	28/10/05	Upto 28/10/11
57. Mr. Biswanath Khilar Department of Economics	-do-	16/5/05	Upto 16/5/12
58. Ms. Moon moon Husain Department of Economics	17/9/10	28/10/05	One year w.e.f 29/10/10
59. Mrs. Ampareen Lyngdoh Department of Lib & Inf. Scs.	-do-	28/10/05	One year w.e.f 29/10/10
60. Ms. Audrey M.Kharsyntiew Department of Commerce	-do-	28/10/05	Two years w.e.f 29/10/10

5:5:10(4)

School Board of Social Sciences			
61. Anjalee Shangpliang Department of History	21 & 22/4/10	18/5/05	Two years w. e. f 18/5/10
62. Rahul S. Mazumdar Department of History	-do-	11/11/05	Two years w. e. f 11/11/10
63. Gautam Chakma Department of Pol. Scs	-do-	18/05/05	Two years w. e. f 18/5/10
64. Pabok Diengdoh Department of Sociology	21/9/10	11/11/05	Two years Upto 10/11/12
65. B. Danibha Pyrbot Department of History	-do-	11/11/05	Two years Upto 10/11/12
66. Paolenthang Khongsai Department of Pol. Scs.	-do-	11/11/05	One year Upto 10/11/11
67. Lalmalsawma Khiangte Department of Pol. Scs.	-do-	11/11/05	Two years Upto 10/11/12
School Board of Education			
68. Mrs. Rituparna Rajendra Department of DACE	13/5/10	25/10/05	One years Upto 24/10/11

The matter is placed before the Council for consideration.

5:5:11(1)

(xi) Extension of time of M.Phil. Registration.

The respective School Boards considered the extension of time in respect of the following M.Phil. candidates as per the Ordinance OC-5 Clause 6(1).

Name of the candidates and Departments	Date of approval by the School Board	Date of Registration	Extension Recommended
School Board of Humanities			
1. Uma Devi Department of Hindi	20/4/10	6/5/09	One semester upto 6/11/10
2. Kakoli Gogai Department of Hindi	-do-	-do-	One semester upto 6/11/10
3. Akhil C. Kalita Department of Hindi	-do-	-do-	One semester upto 6/11/10
4. Shainy K. Sangma Department of Hindi	-do-	-do-	One semester upto 6/11/10
5. Tashi Tsomu Department of Hindi	-do-	-do-	One semester upto 6/11/10

The matter is placed before the Council for consideration.

5:5:12(1)

(xii) Change of topic of Ph.D Research

The following cases for change of title of Research for Ph.D. were duly considered and approved by the concerned School Boards. The date of approval by the School Boards are indicated against the name of the candidates.

Name of candidate and Department	Name of the Supervisor/ Joint Supervisor	Date of registration	Date of approval by the School Board	Original title	Modified title
School Board of Life Sciences					
1. Ms. Evanylla Kharlyngdoh Department of Botany	Prof. S.K.Barik	20/5/05	26/4/10	Biomass and nutrient accumulation pattern, habitat specificity and growth behavior of <i>Phyllostachys mannii</i> Gamble and <i>Schizostachyum manii</i> majumdar, two endemic bamboo species of Meghalaya	Biomass and nutrient accumulation pattern, habitat specificity and growth behavior of <i>Phyllostachys mannii</i> Gamble and <i>Sinarundinaria griffithiana</i> (Munro) Chao and Renvoize
School Board of Physical Science					
2. Ms. Badaker M.Laloo Department of Chemistry	Prof. B.Myrboh	2/4/09	20/4/10	Synthesis of Novel Heterocycles and Carbocycles using KF-Alumina or Transition Metal Compounds as Catalysts	Synthesis of Novel Heterocycles using KF-Alumina as Catalysts and -Substituted -Disubstituted Aromatic Ketones Promoted by Selenium Dioxide

Name of candidate and Department	Name of the Supervisor/ Joint Supervisor	Date of registration	Date of approval by the School Board	Original title	Modified title
3. Ms. Icydora Kharkongor Deptt. of Chemistry	Prof. B. Myrboh	2/4/09	20/4/10	Synthesis studies of Copper and other Transition Metal Catalysts for the Synthesis of Heterocyclic Molecules	Synthesis of Heterocycles using Copperbased Catalysts and Development of new Methodologies using group 16 Elements and their Compounds in Organic Synthesis
4. Md. Rumum Rohman Deptt. of Chemistry	Prof. B. Myrboh	2/4/09	20/4/10	Study on the total Synthesis of (+) Rocaglamide: Development of New Synthetic Methodologies	Study on the Synthesis of Substituted Benzils by employing Selenium Dioxide: Development of New Synthetic Methodologies In Organic Synthesis
5. Ms. Takhellambam Inakhunbi Chanu Deptt. of Chemistry	Dr. D.P.S.Negi	1/5/08	20/4/10	Studies on the Emission Behavior and Photocatalytic Activity of Colloidal Cadmium Sulfide Nanoparticles in the presence of Aminon Acids	Studies on the Emission Behavior and Photocatalytic Activity of Colloidal Cadmium Sulfide Nanoparticles in the presence of certain Biomolecules

Name of candidate and Department	Name of the Supervisor/ Joint Supervisor	Date of registration	Date of approval by the School Board	Original title	Modified title
6. Mr. Regenel Son Kharwanlang Deptt. of Physics	Prof. P. Shukla	29/4/04	20/4/10	Hysteresis in Ferromagnetic Random Field Ising Model under	Hysteresis in Ferromagnetic Random Field Ising, XY and Heisenberg Models
7. Mr. Ashok Kumar Jha Deptt. of Physics	Prof. Y.S.Jain	1/5/08	20/4/10	A study of Quantum dynamics of a molecule embedded in superfluid helium-4 and related phenomena	A study of Quantum dynamics of a molecule embedded in superfluid helium-4 and related aspects
8. Mr. Lalmuanawma Chhangte Deptt. of Physics	Prof. Y.S.Jain	1/5/08	20/4/10	Spectroscopic and Electrical Properties of certain condensed systems	Spectroscopic, Electrical and Thermal Properties of certain condensed systems
9. Mr. Samrat Dey Deptt. of Physics	Prof. Y.S.Jain	1/5/08	20/4/10	Ro-vibronic dynamics of certain molecules in liquid He and its nanodroplets	A study of Microscopic superfluidity by quantum dynamics of dopants in He nanodroplets and related aspect
10. Mr. Mantu Rajbangshi Deptt. of Chemistry	Prof. B. Myrboh	10/9/07	7/9/10	Synthesis of Fused Pyrazolo-Pyrimidines and related Heterocycles.	Synthesis of Pyrazolo-Pyrimidines/Pyridines other Heterocycles and Development of New Synthetic Methodologies

5:5:12(4)

Name of candidate and Department	Name of the Supervisor/ Joint Supervisor	Date of registration	Date of approval by the School Board	Original title	Modified title
11. Mr. M.Hormi Department of Chemistry	Prof. B. Myrboh	23/4/07	7/9/10	Synthesis of some substituted pyrimidines Pyridazines and related Heterocycles.	Synthesis of some substituted pyrimidines Pyridazines and other Heterocycles
12. Ms. H. Atoholi Sema Department of Chemistry	Dr. G. Bez	10/9/07	7/9/10	Synthesis of novel chiral catalysts derived from amino acids and sugars and their applications in organic oxidation reactions	Synthesis of novel chiral catalysts derived from amino acids and their applications in organic reactions
13. Mr. Prajnal P. Bora Department of Chemistry	Dr. G. Bez	8/09/08	7/9/10	Studies on development of new strategies for stereoselective synthesis of bioactive natural products.	Studies on development of new strategies for stereoselective synthesis and derivatization of bioactive natural products

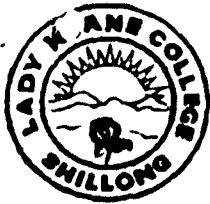
The matter is placed before the Council for consideration.

5:6 - **Establishment of New Departments/
Centres/Courses:**

- (i) Permission to start the certificate course on Khasi Traditional Music as Career Oriented Course, w.e.f. 2010.

Letter with Ref.No.6/48/2003/36, dated 23rd February, 2011 from Dr. (Mrs) C.Massar, Principal, Lady Keane College, Shillong for granting permission to start the Certificate Course on Khasi Traditional Music as Career Oriented Course is placed at Annexure 'A'. In this context, a letter from Secretary, Alumni Association, Lady Keane College to extend financial assistance to start the said course is placed at Annexure 'B', Syllabus at Annexure 'C', Draft Certificate to be issued by the College to the student for the said course is placed at Annexure 'D' and letter No.F.11-22/CCCS/Music/05-1253, dated 14th March, 2011 from Prof. Desmond L.Kharmawplang, Head, Cultural & Creative Studies is placed at Annexure 'E'.

The matter is placed before the Council for consideration.



NAAC Accredited "B" Grade

LADY KEANE COLLEGE

SHILLONG - 793 001 (MEGHALAYA)

Ph - (0364) 2223293

Fax - (0364) 2504004

E-Mail-ladykeanecollege@gmail.com

Website- www.ladykeanecollege.edu.in

Ref. No. 5/4.8/2003/36.....

Date 23.02.11.....

To,
The Registrar,
North Eastern Hill University,
Mawkyntroh - Umshing,
Shillong -22.

Sub: Permission to start the certificate course on Khasi Traditional Music as Career Oriented Course, w.e.f. 2010.

Sir,

With reference to subject cited above, I am glad to inform you that a certificate course on Khasi Traditional Music as Career Oriented Course has commenced, w.e.f. November 2010, funded by the Alumni Association of Lady Keane College.

A copy of the letter of Alumni Association of Lady Keane College, Curriculum and the Certificate for the above mentioned course are enclosed herewith for your kind perusal and necessary action.

Thanking you & with kind regards,



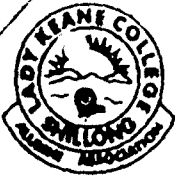
DR (Head)
Any new course proposed to be adopted needs the approval of the Reg. to be kept for the proposal needs to be examined. In this case the dept. of Cultural & Creative Studies may examine the proposal. We may send this NO. 2

Dr. (Mrs). C. Massar
Principal
Lady Keane College
Shillong.

Handwritten signature and date 28/2/11

Handwritten initials and date 28/2/11
K-T

1805



**ALUMNI ASSOCIATION OF LADY KEANE COLLEGE
SHILLONG - 793001 (MEGHALAYA)**

Ref. No

Date

To
The Principal
Lady Keane College
Shillong.

Subject. Certificate Course on Khasi Traditional Music.

Madam, with reference to the subject cited above, we have the honour to inform you that the Executive Committee of the Association which met on the 30th Nov 2010 has expressed its deepfelt gratitude to you for the decision to start the certificate course as mentioned above during this academic year.

We have the pleasure to inform you that the committee has decided to extend the financial assistance for expenditure to be incurred for remuneration of the Resource Persons who will be imparting the above subject.

Thanking you,

yours sincerely,

Sd/- : Shillong
30.11.2010

P. Begun
(Secretary)

L. K. COLLEGE
SHILLONG
RECEIVED
on... 6.12.10
Sl. No 307

23.11.11
Principal
Lady Keane College
Shillong

Secretary
Alumni Association
Lady Keane College
Shillong, Meghalaya

Certificate Course on Khasi Traditional Music

Duration: 3 months

Objective:

- a) This course will introduce the students to the basic understanding of Khasi traditional music.
- b) It will train them to develop their vocational skills.

Paper I : Evolution of Khasi Traditional Music.

Theory: 100 marks

- a) Understanding Khasi Polity
- b) Concept of Ka Sad ka Sunon for the upkeep of Khasi traditional music.
- c) Musical terms.
- d) Folk and traditional music.

Paper II : Instrumental – Thoery and Practical. (Ka Ksing and Ka Duitara)

20 + 80 = 100 marks

- a) Drum Syllables/ Ki 'Sing Tied.
- b) Important Khasi Music Themes: Theory of Mood & Recall.
- c) Ka Lum Paid, Ka Shad Wait and Ka Mastieh.
- d) Pieces to be identified for Duitara.

Paper III : Voice Culture – Thoery and Practical

50 + 50 = 100 marks

- a) Techniques of Voice Culture.
- b) Notation Reading and Writing: Staff, Tonic Solfa and Indian System.
- c) At least 4(four) songs to be identified for practical.

Paper IV : Crafting of Khasi Traditional Musical Instruments. Theory and Practical

50 + 50 = 100 marks

- a) Understanding the classification of Khasi traditional Musical Instruments: Membranophones / Chordophones / Idiophones / Bamboo instruments etc.
- b) Each students shall have to craft at least one musical instrument: Before the end of the session there shall be a presentation of the assignment on that particular musical instrument chosen by the student: All the musical instruments crafted by the music students shall be displayed for sale or kept in the music archives of the College.


 23.02.11
 Principal
 Lady T. College
 Shillong

Basic Suggested Reading Materials.**I. (1) C. Khongwir:**

- a) Ki Saimuka Ka Duitara: Khasi Song Book in Tonic Solfa Notation Form (Revised Edition): La-Riti Publication, Shillong 2010.
- b) Na Thwei Ki Sur Myllung: Khasi Song Book in Tonic Solfa Notation Form: La-Riti Publication, Shillong 2010.

(2) E. W. Kharsohnoh:

- a) Ki Tynrai Jingrwai (Fundamentals of Music) Staff Notation Edition Vol-I, Bynta 1 & 2, Published by Board of Synod Institute of Music, Shillong 1998.

(3) Lapynshai Sylem:

- a) The Evolution of Khasi Music: A study of the Classical Content, Regency Publications, New Delhi, 2005.

(4) Sainkur S. Syiemlieh: -

- a) Ki Tynrai Jingrwai (Fundamentals of Music) Staff Notation Edition Vol-I, Bynta 1 & 2, Published by Board of Synod Institute of Music, Shillong 1998.
- b) Ki Tynrai Jingrwai (Fundamentals of Music) Staff Notation Edition Vol-II, Bynta 1 & 2, Published by Board of Synod Institute of Music, Shillong 1998.
- c) Ki Tynrai Thaw Jingrwai Sawsur, Staff Music Notation Vol-I, Published by Board of Synod Institute of Music, Shillong 1998.
- d) Elementary Tonic Solfa 1 & 2, Published by Board of Synod Institute of Music, Shillong 2006.

II. (1) B. C. Deva:

- a) Musical Instruments, N. B. T., India, 1979.

(2) D. R. Barthakur:

- a) The Music and Musical Instruments of North Eastern India, Mittal Publication, New Delhi.

(3) E. B. R. Wanswett:

- a) Folk Songs of North East India Vol I & II, Jalani Publishers Pvt. Ltd.
- b) Ki Persara ki Sur Khasi ha ka Tonic Solfa Notation, Jalani Publishers Pvt. Ltd. 2001 (Ed)

(4) Helen Giri:

- a) Lest We Forget, Sevenhuts Enterprise, Shillong, 1984. (Ed)
- b) U Myllung Ha Ki Sur, Ka Thup I, Creative Arts, NEHU, Shillong, 2001. (Ed)
- c) Katno Katne Shaphang Ka Put Ka Tem Tynrai, NEHU Publication 2006. (Ed)

(5) Seng Khasi:

- a) Khasi Heritage, Ri Khasi Press, Shillong, 1969.

23.02.11
 Lady Khasi
 Shillong



Lady Keane College

(Affiliated to North Eastern Hill University)

Diploma/Certificate Course

Funded by the Alumni Association Lady Keane College, Shillong

Certificate

This is to certify that _____

has attended the Diploma/Certificate Carrier oriented Course in Khasi Traditional Music during the session 20____ and was awarded _____ Grade.

*Course Co-Ordinator
Lady Keane College, Shillong*

*Principal
Lady Keane College, Shillong*

[Signature]
Principal
Lady Keane College
Shillong



NORTH EASTERN HILL UNIVERSITY
DEPARTMENT OF CULTURAL AND CREATIVE STUDIES
Mawkynroh-Umshing, Shillong 793 022

Desmond L. Kharmaiphlang MA (Eng) Ph.D
Professor and Head

0364-2723374 / 2723372 (O)
Fax: 0364-2551634(O)

No. F. 11-22/CCCS/Music/05-1253
Dated: March 14, 2011

To
The Deputy Registrar (Academic)
NEHU, Shillong

Ref. Your Letter No F.5-10/Acad/Misc:08-394 Dt 28th February, 2011

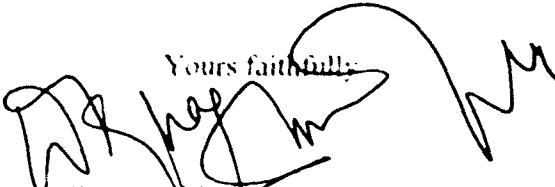
Sub: Certificate Course on Khasi Traditional Music in Lady Keane College, Shillong

Sir,

With reference to the subject cited above, please note the following points:

- (i). The Certificate Course as stated in the Letter from the Principal of the College has already commenced w.e.f November, 2010, therefore seeking permission to start the course now does not arise.
- (ii). As far as we understand, the College may be requested to seek relevant AC resolution papers as to the conduct of such courses run by the colleges which are career oriented because such courses are conducted by the colleges themselves.

Thanking You

Yours faithfully:

(Desmond L. Kharmaiphlang)
Head

165
15/3/11
SO (Head)
Pl. put up
urgently. May discuss also
3
15/3

5:7:1(1)

5:7: - Affiliation case etc:

- (i) Seeking affiliation of the North Eastern Institute of Ayurveda & Homoeopathy, Shillong.

The Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong seeking affiliation of the said Institute to this University as per his letter No.1-6/2010/NEIAH/Shg/Estt/69/650-651 dt 10th February, 2011 which is placed at Annexure 'A'.

The matter is placed before the Academic Council for consideration.



NORTH EASTERN INSTITUTE OF AYURVEDA & HOMOEOPATHY

AN AUTONOMOUS BODY UNDER THE DEPARTMENT OF AYUSH,
MINISTRY OF HEALTH AND FAMILY WELFARE,
GOVERNMENT OF INDIA
NEIGRIHMS, SHILLONG

No.1-6/2010/NEIAH/Shg/Estu/69/650 - 651

Dated Shillong, the **10 FEB 2011**

To,
The Vice Chancellor
North Eastern Hill University
Shillong.

Subject: - Consent of affiliation for establishing a new Medical College.

Sir,

I am to state that the North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), an Autonomous Institute under the Department of AYUSH, Ministry of Health & Family Welfare, Government of India has been established in Shillong with the approval of the Union Cabinet.

The main objectives of NEIAH are to declare an Institution of International standard and a centre of excellence in education and research for under-graduation, Post graduation and Postdoctoral for aspiring candidates of India and abroad to undergo education and research in Ayurveda and Homoeopathy, to provide specialty medical care to the people of the North Eastern States and serve as a referral centre for Ayurveda and Homoeopathy patients of the entire North East besides promoting and popularizing Ayurveda and Homoeopathy in the region.

Under the programme, the Government of India Ministry of Health & Family Welfare, Department of AYUSH had approved construction of Colleges and Hospitals of both Ayurveda & Homoeopathy beside NEIGRIHMS. The colleges are expected to start from the academic session 2012-2013, initially with under graduate courses. Proposed intake capacity is 50 students in each stream.

However, the Central Council of Indian Medicine and the Central Council of Homoeopathy, New Delhi had prescribed certain eligibility criteria for making application to establish Medical College under these system of medicines which interalia included obtaining consent of affiliation in prescribed format from a University established under any central or State statute.

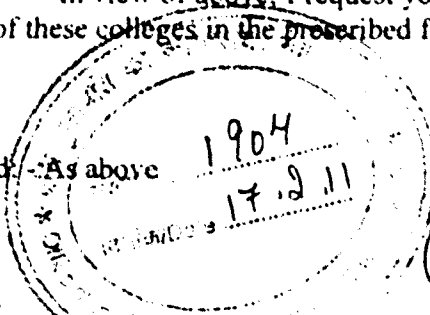
The Colleges being established in Shillong will be privileged to be affiliated with the North Eastern Hill University which is also located in Shillong.

In view of above, I request your kind honour to issue the necessary consent of affiliation in respect of these colleges in the prescribed formats as enclosed.

Yours Faithfully

[Signature]
(Prof.S.P.Bhattacharjee)
Director

Enclosed: As above



A. get it included as agenda item for next AC.

Copy to:

Joint Secretary, Department of AYUSH, Ministry of Health and Family Welfare Govt. of India, I.R.C.S Building, New Delhi - 110001 for information.

153
67/2

PVC
M. inform them on the following lines:
1. first apply for permission to start a college.
2. we do not have medical faculty. the matter will be to determine places in AC first to determine affiliation fee etc.
3. Affiliation fee etc would follow that for details procedure get in touch with CDC

(Prof.S.P.Bhattacharjee)
Director

FORM-5

CONSENT OF AFFILIATION

No.....

University.....

Place.....

Date.....

On the basis of the report of the Local Inquiry Committee, the University of Has agreed in principle, to affiliate the proposed Ayurved or Siddha or Unani Tibb College with admission capacity of seats to be established at.....by the (name of the applicant) increase in admission capacity from to seats ofCourse/starting course, subject to grant of permission by the Government of India, Ministry of Health and Family Welfare, New Delhi under section 13 (A) of the Indian Medicine Central Council Act, 1970 (48 of 1970).

REGISTRAR

* Note:- While issuing consent of Affiliation to the applicant, a copy of the same along with detailed inspection report of the proposed medical college may be provided simultaneously to the Secretary, Department of Ayurveda, Yoga & Naturopathy, Unani Sidha and Homoeopathy, Indian Red Cross Society Building, New Delhi-110001.

FORM-3

No.....

University.....

Place.....

Date.....

CONSENT OF AFFILIATION

On the basis of the report of the Local Inquiry Committee the University of
has agreed, in principle, to affiliate the proposed Homoeopathic Medical College to be established at
..... by the (Name of the person) subject to grant of permission by the Central
Government, Ministry of Health & Family Welfare, Department of ISM & Homoeopathy, New Delhi
under Section 12 (A) of the Homoeopathy Central Council Act, 1973 (as amended till 2002).

REGISTRAR

5:8:2(1)

- (ii) **Creating an Endowment in the name of (Late) Dr D S Babu**

Letter No F 129/EDN/10-771, dated 18th November, 2010 from Prof S M Sungoh, Head Department of Education regarding creating an Endowment in the name of (Late) Dr D S Babu placed at Annexure 'A' the matter has been placed before the Departmental meeting held on 14th November, 2010 Regulation on Dr D S Babu memorial Award placed at Annexure 'B'

The matter is placed before the Council for consideration.

5:8:2(2)

Signature - 'A'

Phone No: Code (0364)
2723340(o)2723344(o)
Gram: NEHU



पूर्वोत्तर पर्वतीय विश्वविद्यालय
पू. प. विधि. परिसर, शिलांग ७९३०२२ (मेघालय)

North-Eastern Hill University
NEHU Campus, Shillong - 793 022 (Meghalaya)

No.F. 129/EDN/10-771
Dated : 18th Nov, 2010.

S. M. Sungoh,
Professor & Head,
Department of Education

To
The Vice Chancellor
North-Eastern Hill University
Shillong-793 022

Registrar

MAJ
26/11/10

Subject: Creating an Endowment in the name of (Late) Dr. D.S. Babu

Sir,

With reference to the subject cited above as per the letter dated 26.10.2010 received by you from Shri D.Surya Rao, Judicial Member (Retd.) Central Administrative Tribunal, which was then forwarded to me and placed in the Departmental meeting held on 14th November, 2010. As per the letter the family members of (Late) Dr. D.S. Babu have expressed their wish to institute the endowment with an amount of Rs. 1.00.000/= (Rupees One Lakh) in the name of Dr. D.S. Babu for utilization by the Department of Education in NEHU. Further, as per their wish, the interest earned may be utilized for the benefit of a poor and deserving student irrespective of caste and religion or in any manner which may be fit and proper.

The matter was discussed at length and it was decided that the sum of Rs. 1.00.000/= (Rupees One Lakh) offered by Shri D.Surya Rao, the brother of (Late) Dr. D.S. Babu may be accepted and the University may create an endowment with a sum of Rs 1,00,000/= in the name of Dr D.S Babu and an amount of Rs 5000/- (Rupees five thousand only) out of the interest earned from the amount deposited may be given every year to the highest scorer in M.A. Education as a **DR. D.S. BABU MEMORIAL AWARD** in Education.

Thanking you,

Yours faithfully,

4118
24/11/10

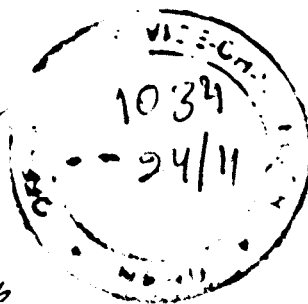
DR (Acad)

18/11/2010

(S.M.Sungoh)

Head
Department of Education
North Eastern Hills University
Shillong- 793022

2/11/10



4624
1/12

REGULATION ON "DR.D.S.BABU MEMORIAL AWARD"

1. **Name of the Award** : "Dr.D.S.Babu Memorial Award"
2. **Name of the Fund** : Dr. D.S.Babu Endowment Fund
3. **Amount of the Fund** : Rs. 1,00,000 (Rupees One lakh)
4. **Investment of the Fund** : The total amount of the Endowment Fund shall be invested in a long term fixed deposit in the State Bank of India, NEHU, Branch, NEHU Campus, Shillong - 793022 or in any nationalized bank that the University may select with a view to earning the maximum amount of interest. Simultaneously, a saving bank account pledged to the North Eastern Hill University shall be opened in that bank in which the annual interest accruing from the Fund shall be credited.
5. **Operation of the fund** : The Finance Officer of the North Eastern Hill University shall be responsible for maintaining the accounts of the Fund, which shall start operating with immediate effect. The amount of the first award shall be deposited by the sponsor in addition to the amount of the Endowment Fund. Besides, the Fund shall continue to exist as long as the Department of Education exists in the North Eastern Hill University, Shillong Campus.
6. **Purpose of the Fund** : The purpose of the Endowment Fund shall be to reward the highest scorer(s) in M.A.(Education) of the North Eastern Hill University, Shillong Campus with a cash Award and a Citation.
7. **Value of the Award** : The value of the Award shall be equal to the amount (in the nearest multiple of hundred) of the annual interest earned on the long term fixed deposit. In case, there are two or more than two candidates eligible of the Award by virtue of their having secured identical scores, the amount of the Award shall be equally distributed among the awardees while each of them shall be given a separate Citation.
8. **Presentation of the Award**: The Award and the Citation shall be presented to the awardee(s) at the annual Convocation of the North Eastern Hill University.

9. **Selection of the eligible Awardee(s):** (a) The Controller of Examinations, NEHU, Shillong shall in consultation with the HOD, Education and the F.O. NEHU, Shillong shall select the highest scorer(s) out of the candidates who have completed the M.A.(Education) programme of the North Eastern hill University, Shillong. The highest scorer(s) shall receive the Award and the Citation at the annual Convocation of the North Eastern Hill University.
- (b) The Controller of Examinations, NEHU, Shillong shall in consultation with the HOD Education and the Finance Officer, NEHU, Shillong prepare a Citation to be given to the awardee(s)
- © The Controller of Examinations, NEHU, Shillong shall after the Convocation send to the sponsor of the Endowment Fund the name and address of the awardee(s)

5:8:3(1)

- (iii) **Provision of certain concessions for the wards of Kashmiri Migrants in the matter of their admission to the educational institution during the Academic Session 2011-2012**

Letter D O No F 10-1/10-Desk(U) dated 2nd February, 2011 from Anant Kumar Singh, Joint Secretary, University Grants Commission, New Delhi towards provision of certain concessions for the wards of Kashmiri Migrants in the matter of their admission to the educational institution during the Academic Session 2011-2012 placed at Annexure A

The matter is placed before the Council for consideration



सत्यमेव जयते

5:8:3(2)

Anant Kumar Singh
Joint Secretary
Tel. No.2338 7648

मानव ससाधन विकास मन्त्रालय
उच्चतर शिक्षा विभाग
शास्त्री भवन
नई दिल्ली - 110 001

GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF HIGHER EDUCATION
SHASTRI BHAVAN
NEW DELHI-110 001

Signature - 'A'

D.O. No.F.10-1/10-Desk(U)

*Reg.
Pl. include it
as an agenda
for next AC.
Ch...*

Dated: 2nd Feb., 2011

Dear Sir,

Kindly refer to do. letter No.F.10-1/2010-Desk(U) dated 8.3.2010 regarding provision of certain concessions for the wards of Kashmiri migrants in the matter of their admission to the educational institutions in other parts of the country during the academic session 2010-11. As Kashmiri migrants continue to face hardships, it would be necessary to provide concessions to their wards for their admission during the coming academic session also.

2. I would, therefore, request you to provide the following concessions to the Kashmiri migrant students in the matter of their admission in your institution during the academic session 2011-12:

- (i) Extension in date of admission by about 30 days.
- (ii) Relaxation in cut-off percentage up to 10% subject to minimum eligibility requirement.
- (iii) Increase in intake capacity up to 5% - course-wise.
- (iv) Reservation of at least one seat in merit quota in technical/professional institutions.
- (v) Waiving of domicile requirements.
- (vi) Facilitation of migration in second and subsequent years.

With best regards,

Yours sincerely,

Anant
(Anant Kumar Singh)

Vice Chancellors of all Universities

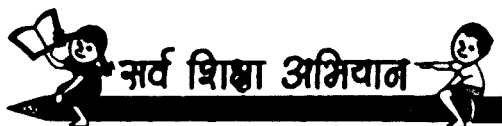
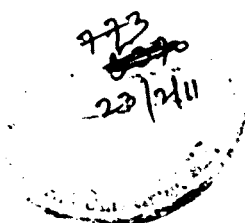
Copy for information and necessary action to:

- (i) Chairman, UGC.
- (ii) Chairman, AICTE.
- (iii) AS (TE).
- (iv) Education Secretaries of all States/UTs.

150
23/2/11

OR Head
S.A.S.
23/2/11
K-5

(Anant Kumar Singh)



सर्व शिक्षा अभियान

सब पढ़ें सब बढ़ें

5:8:4(1)

(iv) Recognition the Technical and Professional Qualification of
AMIETE

Letter Ref IETE/738/2011 Recog-AMIETE dated 10th March, 2011 from
S R Agarwal, Secretary General, Institution of Electronics and Telecommunications
Engineers (IETE), New Delhi regarding recognition of Technical and Professional
Qualification is placed at Annexure 'A'

The matter is placed before the Council for consideration

5:8:4(2)

Annexure - 1

The Institution of Electronics and Telecommunication Engineers (IETE)

2, Institutional Area, Lodi Road, New Delhi - 110 003

Tel. : + 91-11- 43538821 / 24631810.

Mob. : 9811835828

Fax : + 91-11-24649429

E-mail : sec.gen@iete.org



सह सचिव कार्यालय

S R AGGARWAL (IBES)

Secretary General

Ref.IETE/738/2011Recog-AMIETE

10 Mar 2011

The Vice Chancellor North Eastern Hill University (A Central University) Umshing Mawkyntroh, SHILLONG 793022 MEGHALAYA, INDIA.

Handwritten note: May examine put agenda to AC Col 23/1/11

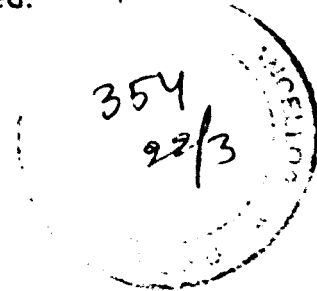
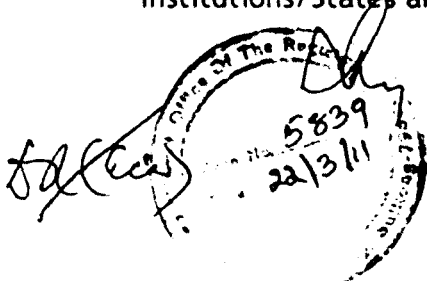
Dear Sir,

The Institution of Electronics and Telecommunication Engineers is a leading professional society devoted to the advancement of the science and technology in the field of Electronics & Telecommunication, Computer Science & Engg and Information Technology. IETE has been recognized by Scientific and Industrial Research Organization (SIRO) and MHRD. Relevant Govt of India letters are enclosed. Established in 1953 with its' HQs at Delhi it has 58 Centres all over India. The Institution apart from carrying out number of activities to promote Electronics also conducts AMIETE (Degree Level), DIPIETE (Diploma Level) and ALCCS (Post Graduate Course) Examinations which are recognized by Govt. of India.

2. A pass in our Graduateship Examination in Electronics & Telecommunication, Computer Science & Engg & IT Fields entitles a student member, for our Associate Membership i.e. AMIETE. These graduates have excelled in the field of electronics, telecommunication and related fields and are presently occupying key positions in the electronics and telecommunication & related sectors in the country and abroad. Our scheme & syllabi are regularly revised to keep pace with the technology trends & state of the art.

3. The Govt. of India and UPSC have recognized the AMIETE for recruitment to superior posts and services. In addition, various Institutions /Universities in the country have granted recognition to AMIETE for pursuing higher education including IITs, Indian Institute of Science, Bangalore and Association of Indian Universities. I am happy to inform that a large number of students passing from this Institution are going abroad for higher studies & doing very well. As many as 58 Universities/Institutions and number of States have already taken this step which has greatly helped these students in securing jobs and pursuing igher studies in various disciplines of their choice. Details of these Universities/ Institutions/States are enclosed.

Handwritten: 2/200 23/3/11



SO 2/2/11

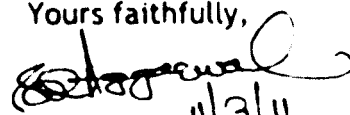
4. There are a large number of students from North East who are student members of our Institution. Some of these students who have passed from our Institution are doing very well in various organizations. In order to facilitate the absorption of the students who have passed our Degree Level Examination, in State Service at the appropriate level, it is requested that a separate recognition letter may kindly be issued. Many State Governments have already taken this step which has greatly helped these students in securing jobs under respective State Governments.

5. I am approaching you to kindly consider recognition of AMIETE awarded by us. Relevant documents that may be required for this consideration are enclosed. In case you need any additional information, I shall be pleased to provide the same.

6. I look forward to receive a favorable reply from you on this matter.

Thanking you,

Yours faithfully,



(S.R. Aggarwal)
Secretary General

Encls:

- a) Government of India Ministry of Education & Social Welfare (Department of Education) O.M No. F.18.12.73,T.2 dated 28th June 1975.
- b) UPSC letter no. F.17/2/76 (B) dated 31st December, 1977.
- c) Ministry of Railways letter no. E(NG)/11/90/RR-1/15 New Delhi, dated 5.12.1990
- d) Government of India Ministry of Science and Industrial Research Organisation Letter No. 11/274/92-TU-V dated 30th March 2009.
- e) Government of India, Ministry of Human Resource Development, Department of Education, New Delhi letter No.F.18-4/85-T-7 dated 26 Feb 1986.
- f) Association of Indian Universities letter no.EV/II (515)/2010/1308 dated 30 Sept, 2010.
- g) List of Recognition by Govt. of India/State Govts/ Universities/ Institutions

Regulations and Syllabi for AMIETE (IT) Examination

Appendix 'H'
Annexure I
(Refer Para 3)

No. F. 18-13/73-T-2.
Government of India
Ministry of Education & Social Welfare
Department of Education
.....

New Delhi-110001, dated the 28th June, '75

OFFICE MEMORANDUM

**SUBJECT : RECOGNITION OF TECHNICAL AND
PROFESSIONAL QUALIFICATIONS.**

In continuation of this Ministry's O.M.No. 18-94/61-T2, dated 17th December, 1969 (Copy enclosed), this is to inform that on the recommendations of the Board of Assessment for Educational Qualifications, the Government of India have decided that a pass in the examinations of the Indian professional Bodies/Institutions partly by exemption and partly by examination would continue to be treated as recognised for purposes of recruitment to superior posts and services under the Central Government.

(V. R. Reddy)
Deputy Educational Adviser (T)

To

All Ministries / Departments of the Government of India / State Governments. etc.

Regulations and Syllabi for AMIETE (IT) Examination

Appendix 'H'
Annexure IV
(Refer Para 3)

No. F. 17/2/76-E. I (B).
UNION PUBLIC SERVICE COMMISSION
DHOLPUR HOUSE
New Delhi-110001

31/12/77
2/1/87

To,

The Secretary,
The Institution of Electronics and
Telecommunication Engineers
2, Institutional Area,
Lodi Road, New Delhi-110003

Subject : Graduateship Examination of the Institution of Electronics and Tele-
Communication Engineers Question of eligibility of candidates with the
qualification for admission to the IAS etc. and other Examination conducted by
the UPSC.

Sir,

In continuation of this office letter of even number dated the 28th October, 1976, on
the subject noted above, I am directed to enclose a copy of the Press Note regarding the
recognition of technical and professional qualifications for the purpose of admission to the
IAS etc. and other Examinations conducted by the Union Public Service Commission for
recruitment to non-technical Services and posts under the Central Government.

Yours faithfully,

(B. DASGUPTA)
Under Secretary
Union Public Service Commission

R BE NO. 230 OF 1996

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

G-3

NO. S(NG)II/90/RR-1/15

New Delhi, dated:- 5 -12-90

The General Managers(P)
All Zonal Railways including CUM, DLW, ICF, W&P, RE, Allahabad,
Metro Railway, Calcutta, RCF/Kapurthala,

The DG/ADSO, Lucknow.
The CAO(R), DM, Patiala.

The Chairmen,
All Railway Recruitment Boards.

Sub:- Recognition of the Grad IETE Examination
(now AIETE).

A representation has been received on the above subject from the Institution of Electronics and Telecommunication Engineers stating that a pass in the AIETE Examination of the above Institution is recognised by the Government of India and Union Public Service Commission for the purpose of recruitment to supervisory posts and services under the Central Government as also by various State Governments and IITs/Engineering Colleges whereas it is not being recognised by some Railway Recruitment Boards.

2. The matter has been carefully considered by the Railway Board who have decided that professional and technical qualifications such as a pass in Sections 'A' and 'B' of the A.M.E., Graduation Examination of the Institution of Electronics and Tele-communication Engineers etc. which are recognised by the Government as equivalent to degree in Engineering and for purposes of recruitment to Superior Services/posts under the Central Government should also be recognised for purposes of admission to competitive examinations conducted for recruitment to various posts on the Railways for admission to which an Engineering Degree of a Recognised University or equivalent has been prescribed as the basic educational qualification.

3. Please acknowledge receipt.

(P. L. S. S.)
DEPUTY DIRECTOR ESTABLISHMENT (II)
RAILWAY BOARD

NO. E(NG)II/90/RR-1/15

New Delhi, dated:- 5 -12-90

Copy to Secretary, Institution of Electronics and Telecommunication Engineers, Institutional Area, 1001 Road, New Delhi-110025 with reference to their letter No. 778/Exam/90 dated 15.5.1990.

AMIETE Examination

- 2 -

The relevant authorities of this University have further decided that the following examinations/courses of your University/Board be NOT recognised for admission to higher courses for the reasons shown:-

~~1. B.A. (Hons.) in English~~
~~2. B.A. (Hons.) in History~~
~~3. B.A. (Hons.) in Political Science~~
~~4. B.A. (Hons.) in Sociology~~
~~5. B.A. (Hons.) in Economics~~
~~6. B.A. (Hons.) in Law~~
~~7. B.A. (Hons.) in Education~~
~~8. B.A. (Hons.) in Public Administration~~
~~9. B.A. (Hons.) in Social Work~~
~~10. B.A. (Hons.) in Journalism~~
~~11. B.A. (Hons.) in Mass Communication~~
~~12. B.A. (Hons.) in Library Science~~
~~13. B.A. (Hons.) in Information Science~~
~~14. B.A. (Hons.) in Computer Science~~
~~15. B.A. (Hons.) in Environmental Studies~~
~~16. B.A. (Hons.) in Health, Physical Education and Sports~~
~~17. B.A. (Hons.) in Yoga~~
~~18. B.A. (Hons.) in Sanskrit~~
~~19. B.A. (Hons.) in Hindi~~
~~20. B.A. (Hons.) in Urdu~~
~~21. B.A. (Hons.) in Persian~~
~~22. B.A. (Hons.) in Arabic~~
~~23. B.A. (Hons.) in Islamic Studies~~
~~24. B.A. (Hons.) in Comparative Religion~~
~~25. B.A. (Hons.) in Philosophy~~
~~26. B.A. (Hons.) in Logic~~
~~27. B.A. (Hons.) in Metaphysics~~
~~28. B.A. (Hons.) in Epistemology~~
~~29. B.A. (Hons.) in Ethics~~
~~30. B.A. (Hons.) in Aesthetics~~
~~31. B.A. (Hons.) in Political Theory~~
~~32. B.A. (Hons.) in International Law~~
~~33. B.A. (Hons.) in Jurisprudence~~
~~34. B.A. (Hons.) in Legal History~~
~~35. B.A. (Hons.) in Legal Philosophy~~
~~36. B.A. (Hons.) in Legal Literature~~
~~37. B.A. (Hons.) in Legal Research~~
~~38. B.A. (Hons.) in Legal Education~~
~~39. B.A. (Hons.) in Legal Practice~~
~~40. B.A. (Hons.) in Legal Writing~~
~~41. B.A. (Hons.) in Legal Translation~~
~~42. B.A. (Hons.) in Legal Interpretation~~
~~43. B.A. (Hons.) in Legal Reasoning~~
~~44. B.A. (Hons.) in Legal Analysis~~
~~45. B.A. (Hons.) in Legal Synthesis~~
~~46. B.A. (Hons.) in Legal Criticism~~
~~47. B.A. (Hons.) in Legal Evaluation~~
~~48. B.A. (Hons.) in Legal Prediction~~
~~49. B.A. (Hons.) in Legal Regulation~~
~~50. B.A. (Hons.) in Legal Change~~

As per practice followed by this office the recognition of courses of other Universities is accorded to those Universities which recognise the courses of this University on reciprocal basis. Kindly confirm that your University has recognised the courses of this University.

Yours faithfully,


Registrar.

Regulations and Syllabi for AMIETE (IT) Examination

Appendix 'H'
Annexure V
(Refer Para 3)



भारत सरकार
विज्ञान और प्रौद्योगिकी विभाग
संशोधन और औद्योगिक अनुसंधान बोर्ड
एन.एम.जी. रोड, नई दिल्ली-110016

GOVERNMENT OF INDIA
DEPARTMENT OF SCIENCE AND TECHNOLOGY
INSTITUTION FOR SCIENTIFIC AND INDUSTRIAL RESEARCH
DR. B. RAJAGOPALAN
NEW DELHI - 110016

TELEGRAM SINDURLO
26282519
26282519
26282519
26282519
26282519
26282519
26282519

No. 11/274/92-TU-V

(Registered)

Dated: 5th March, 2009

The Secretary General
The Institution of Electronics and
Telecommunication Engineers
2, Institutional Area
Laxmi Road
New Delhi - 110 003

Subject: Renewal of recognition of Scientific and Industrial Research
Organisations (SIROs).

Dear Sir,

This has reference to your application for renewal of recognition of The Institution of Electronics and Telecommunication Engineers, New Delhi, beyond 31.3.2009 by the Department of Scientific & Industrial Research under the Scheme on Recognition of Scientific and Industrial Research Organisations (SIROs) - 1988.

2. This is to inform you that it has been decided to accord renewal of recognition to The Institution of Electronics and Telecommunication Engineers, New Delhi, from 01.04.2009 to 31.03.2012. The recognition is subject to terms & conditions mentioned overleaf.

3. Receipt of this letter may kindly be acknowledged.

Yours faithfully,


(R. R. Abhyankar)
Scientist 'G'

Regulations and Syllabi for AMIETE (IT) Examination

Appendix 'H'
Annexure II
(Refer Para 3)

No. F 18-4/85-T-7
Government of India
Ministry of Human Resource Development,
Department of Education
New Delhi

26th February, 1986

To,

Shri K. Thomas Kora,
President,
The Institution of Electronics and
Tele-Communication Engineers
2, Institutional Area, Lodi Road
New Delhi-110003

SUBJECT : RECOGNITION OF EDUCATIONAL QUALIFICATIONS.

Sir,

With reference to your letter No. IETE/738/Exam/85 dated 20th December, 1985 on the subject cited above, I am directed to confirm that a pass in the examination of the Indian professional bodies/Institution partly by exemption and partly by examination should be treated as recognised by the Govt. of India for the purpose of recruitment to superior posts and services under the Central Govt. and the recognition still holds good for the above purpose

Yours faithfully,

(S. N. Chakrabarti)
Deputy Educational Adviser (Tech)

Regulations and Syllabi for AMIETE (IT) Examination

Appendix 'H'
Annexure III
(Refer Para 3)



भारतीय विश्वविद्यालय संघ

ए. आर. ए. रोड, 16, बंगला 2-2002, लोधी रोड
नई दिल्ली-110002

Association of Indian Universities

AIU House, Connaught Place, New Delhi, (India) New
Delhi-110002

NO: EV/11(515)/2010/1308
September 30, 2010

The Secretary General,
Institution of Electronics &
Telecommunication Engineering
2 Institutional Area, Lodhi Road
New Delhi -110003.

Dear Sir,

This has reference to your letter No. IETE/738/2010/Recog-AMIET dated September 17, 2010 seeking clarification on the parity of Associate Membership Examination of Institution of Electronics and Telecommunication, New Delhi.

We would like to mention that 'Associate Membership (Graduateship) Examination of Institution of Electronics and Telecommunication Engineers (IETE), Lodhi Road, New Delhi has been recognized by the Government of India for purpose of employment where Bachelor degree in Engineering is prescribed qualification.

As IETE Examinations are recognized by the Government of India, we do not foresee any difficulty in acceptance of the qualifications at Indian Universities, on merits of admission to higher courses.

Thanking you,

Yours faithfully,

Sambhav Srivastava
Section Officer (Ev)

Copy to : The Directorate of Technical Education, Pune for information.

Section Officer (Ev)

Regulations and Syllabi for AMIETE (IT) Examination

Appendix - 'I'
(Refer Para 3)

RECOGNITION BY GOVERNMENT OF INDIA
STATE GOVERNMENTS/UNIVERSITIES/INSTITUTIONS

The following State Governments/Universities/Institutions have recognized the Graduate-ship Examination AMIETE for the purpose of Recruitment to Superior Services/Posts/Higher Education

STATE GOVERNMENTS

1. Govt. of Kerala - Gazette No 7 dt 14 February 1978 Part I
General administration (Rules Department) G O
(P) No 60/78 GAD
2. Govt. of Karnataka - No DPA 1388/SR - B/76 Mysore Government
Secretariat
3. Govt. of Uttar Pradesh - Pravidhik Shiksha Vibhag, Lucknow (UP) No
2031 - F/89-18 dt 01 April 1989 Office
Memorandum
4. Govt. of Haryana - 1297- Edu -II-4E-76/34226 dt 20 10 1976
5. Govt. of Nepal - Nepal Public Service Commission letter dated
10 05 1990
6. Govt. of Madras - G O No. 1970/Education dt 6.11.1971.

UNIVERSITIES

1. Association of Indian Universities - No. EV/II (515)2010/1308 Dated 30. Sep. 2010
2. Aligarh University - D No 147 dt 04 02 1991 Dean, faculty of Engg.
AMU, Aligarh (item No 4 Minutes Equivalent
Committee)
3. Anna University, Madras - Letter No 26869/AA1/88 dt 4 02 89 from the
Registrar
4. Andhra University, Waltair - Letter No LII(3)/19 15'90 dt 08 07.1992
5. Amaravati University - Gazette Notification No 46/1992 dt. 14th May,
1992
6. Banaras Hindu University, Varanasi - No IT/ACD/GEN VI - 7/689 dt 21.09.1994.
7. Bharatidasan University, Tiruchirapali - No. 10656/D2/93 dt 28 10 1993
8. Bombay University, Mumbai - Letter no E1/C/8155 dt 22 November, 1988
from the Registrar.
9. Calcutta University - Resolution No 319/75 Secy

Regulations and Syllabi for AMIETE (IT) Examination

- | | | |
|---|---|---|
| 10. Cochin University of Science and Technology | - | University Order No. AC, A3/213559/84 dt. 05.09.1984. |
| 11. University of Indore | - | No. ACM-II (195)/79 dt. 11.01.1980 (Now Devi Ahilya Viswavidyalaya) |
| 12. Goa University, Goa | - | No. GU/1/Recog/Engg/130/94 18259 dt. 09.12.1994 |
| 13. Gulbarga University, Gulbarga | - | Notification No. UOG/ACA/92-93/2569 dt. 17.10.1992 |
| 14. Gurunanak Dev University Amritsar | - | D.O No. 3688 dt. 11.02.1986 |
| 15. HNB Garhwal University | - | No. UOG/Acad/92/2657 dt. 11.02.1992 |
| 16. Hyderabad University | - | Acad/U2/Recog/3941(1) dt. 23.08.1990 |
| 17. Indira Gandhi Nation Open University | - | No. B.IV/6/(8)/93/1155 dt. 6.06.1993. |
| 18. Kakatiya University Warangal (AP) | - | No. 868/81/1985 dt. 26.07.1985. |
| 19. Kerala University, Trivandrum | - | No. Acad. AIII/3/3 300/94 dt. 12.08.1994 |
| 20. Kurukshetra University Kurukshetra | - | No. ACM.II/267/92/32413 dt. 26.12.1992 |
| 21. Kuvempu University | - | No. KU/AC/BOS-I/2929/93-94 dt. 28/29.07/1993 |
| 22. University of Madras | - | No. CR III/Recog/2029 dt. 23 rd March 1978 |
| 23. Mother Teresa Women's University, Chennai | - | No. 2/EC/WU/R/1992. Dt. 18.11.92 (Resolution No. 1992-113) |
| 24. Mysore University | - | No. AC5/R5/407/87-88 dt. 28.05.91 |
| 25. Maharshi Dayanand University Rohtak | - | Resolution. No. 50 of 25.09.1989 |
| 26. Marathwada University | - | 18.09.1989. |
| 27. Nagpur University | - | Exam/Recog/4276 dt. 05.09.1984 |
| 28. Pondicherry University | - | No. PU/Aca-2/3/5681 dt. 26.02.1993 |
| 29. Punjab University | - | No. 2724/GM dt. 03.12.1991 ST 996 dt. 18.02.1986 |
| 30. Rani Durgavati Viswa Vidyalaya, Jabalpur | - | Notifications No. GS/89/66 |
| 31. University of Roorkee (Now IIT, Roorkee) | - | No. Acd/1160/R-122 (Recog.) dt. 10.06.92 |
| 32. Sardar Patel University | - | DB/38 dt. 25.04.1994. |

Regulations and Syllabi for AMIETE (IT) Examination

- | | | |
|--|---|--|
| 33. Shivaji University, Kolhapur | - | Letter No SU/Eligi/340 dt 30 May 1989 |
| 34. Tribhuvan University Kathmandu, Nepal | - | Letter No 107/041 dt. 31 st July 1984 |
| 35. Sri Venkateswara (Tirupati) University | - | Letter No. 27-826-C 1 (2)/89 dt. 16.11.1989 |
| 36. Visva Bharati | - | No. G/D 43/163 dt. 13.11.1992 |
| 37. Bharathiar University, Coimbatore | - | No. 1603/B/2/95/Recog Dt. 18.09.1995 |
| 38. Bangalore University | - | No. ACA-I/R2/Prof Course/ AMIETE/96-97 dt 28.01.1997. |
| 39. Sambalpur University | - | Notification No. 10420/Acad I dt. 10.07.1978 |
| 40. Bengal Engg. College, Howrah (Deemed University) | - | Notification – Admission to Post Graduate Programme 1999-2000. |
| 41. GGS Indraprastha University, Delhi | - | No. F IPV-3/10(1)/99/6246 dt 23/24-10-2000. |
| 42. University of Jammu | - | Letter No. F Acad/V/122/2001/8548-49 dt |
| 43. Gujarat University | - | No. Exam / 3A / Eli / 6370 / 2002 dt. 12.09.2002. |
| 44. UP Technical University, Lucknow | - | No. U.P.T.U / K.S.K. / 2003 / 1815 dt. 22.05.2003. 10.03.2001 |
| 45. Nirma University, Ahmedabad | - | NV/AC/Equivalences/IT/10-1078 dt. 30.07.2010 |

INSTITUTIONS

- | | | |
|--|---|--|
| 1. Indian Institute of Science, Bangalore | - | As per IISC advertisement. |
| 2. Indian Institute of Technology Delhi | - | BPGS/75/96/207 and Item No. 2 of the minutes of 38 th Senate meeting at 18.10.1975. |
| 3. Indian Institute of Technology, Chennai | - | Letter No. F /Acad/ACU/M2/86/658 dt. 17.06.1986. |
| 4. Indian Institute of Technology, Mumbai | - | D-III/1-9/94/523 dt 21.07.1994. |
| 5. Indian School of Mines, Dhanbad | - | Letter No. 29.6/2/AC/84 dt. 14.06.1984 |
| 6. Thapar Instt. of Engg & Tech., Patiala | - | Letter No. EE/702/32 dt. 02 February 1990. |
| 7. Institution of Engineers (I) | - | Letter No. EE/AD/7 dt 29.04.1998. |

5:8:5(1)

(v) Entry level qualification for B.Tech courses.

Letter No.RIST/NEHU –VC/2011-01 dated 10th March, 2011 from H.K.Barua, Director, Regional Institute of science & Technology, Ri-Bhoi, Meghalaya stated that Entry level Qualification for the B.Tech Courses and Criteria for Lateral Entry admission into second year (Third Semester) of B.Tech. Courses which has been offered in NEHU is not as per the Approval Process Handbook (2011-12) of AICTE which is placed at Annexure 'A' and Regulation RC-20 on Bachelor of Technology Programme is at Annexure 'B'.

The matter is placed before the Council for consideration.



REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY

Run by : ERD Foundation - Guwahati

Approved by AICTE New Delhi & Affiliated to NEHU Shillong

RIST/DIR/NEHU-VC/2011-01

Date: 10/03/11

To

The Vice Chancellor,

North Eastern Hill University, Shillong

Sub: Entry level qualifications for B.Tech courses

Respected Sir,

I have the honour to lay before you the following few lines pertaining to the entry level qualifications for the B.Tech courses as recognized by your university.

1. Eligibility for admission into B.Tech first year:

The eligibility criteria as laid down in the recent Approval Process Handbook (2011-12), AICTE is:

Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of Chemistry/Biotechnology/Biology.

Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the above subject taken together.

Against this the criterion given by North Eastern Hill University is:

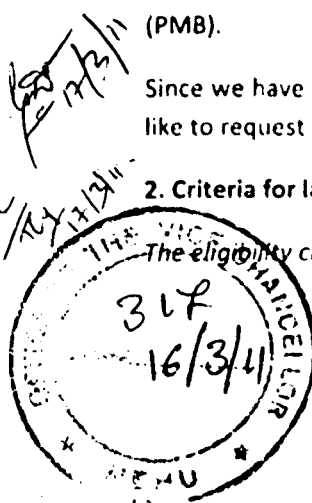
A candidate who has passed the higher secondary examination in science stream or its equivalent from any recognized board having secured a minimum of 50% aggregate marks in Physics, Chemistry and Mathematics (relaxable by 5% for SC/ST candidates) and also having passed in each of these subjects shall be eligible for admission.

The apparent difference between the two criteria consists in the fact that the criteria given by AICTE includes, in addition to the combination of Physics, Chemistry and Mathematics (PCM), two other combinations i.e. Physics, Mathematics Biotechnology (PMBT) and Physics, Mathematics Biology (PMB).

Since we have to satisfy the eligibility criteria while applying for renewal of approval by AICTE, we would like to request you to allow us to go by the AICTE's criteria

2. Criteria for lateral entry admission into 2nd year (third semester) of B.Tech courses.

The eligibility criteria as laid down in the recent Approval Process Handbook (2011-12), AICTE are:



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21/3/11

1

- A. Passed diploma examination from an AICTE approved institution; with at least 50% marks (45 % in case of candidates belonging to reserved categories) in appropriate branch of Engineering/Technology*
- B. Passed B.sc degree from a recognized university as defined by UGC, with at least 50% (45% in case of candidates belonging to reserved category) and passed XII standard with mathematics as a subject.*
- C. Provided that in case of students belonging to B.Sc stream shall clear the subjects of Engineering Graphics/Engineering Drawing and Engineering Mechanics of the first year engineering programs along with the second year subjects.*
- D. Provided further that, the students belonging to B.Sc stream shall be considered only after filling the supernumerary seats in this category with students belonging to diploma stream.*
- E. Provided further that students, who have passed diploma in Engineering and Technology from an AICTE approved institution or B.Sc degree from a recognized University as defined by UGC, shall also be eligible for admission to the first year Engineering Degree courses subject to vacancies in the first year class in case the vacancies at lateral entry are exhausted. However, the admissions shall be based strictly on the eligibility criteria as mentioned in A, B, D and E above.*

Against this the criterion given by NEHU is:

- A) For being eligible to lateral entry to B.Tech degree program at the second year/third semester level, a candidate must have passed the diploma in Engineering in the relevant branch with a minimum of 60% marks in aggregate from any recognized institution through a minimum of three years of institutional study after class 10/SSLC examination.*
- B) Selection of candidates will be based on an entrance test and the merit ranking in the test shall be the basis for admission.*
- C) Extent of lateral entry shall be up to a maximum of 5% of the sanctioned seats as given in clause 2(A), which shall be supernumerary.*

The apparent differences between the two criteria consist in the facts that

- (a) The minimum qualifying marks given by NEHU is 60% for all categories (without any relaxation for SC & ST) whereas the same given by AICTE is 50% for general category and 45% for reserved categories.
- (b) That B.Sc degree holder with Mathematics has also been considered as eligibility criteria by AICTE where as it does not constitute a criterion for NEHU.
- (c) As per the criteria of NEHU, the Selection of candidates will be based on an entrance test and the merit ranking in the test shall be the basis for admission where as in AICTE, no such criteria is given.
- (d), As per AICTE , the diploma holders and B.Sc degree holders shall be eligible for admission to second year engineering degree courses up to a maximum of 20% of sanctioned intake(30% for institutions in Andaman, Nicobar, Lakshadweep, Diu and Daman) which will be over and above, supernumerary to the approved intake[Page No-48, CHAPTER VI, 1.0 NORMS & REQUIREMENTS(1.10) of AICTE Hand Book (2011-12)] where as in NEHU, the same is limited to 5% only.

5:8:5(4)

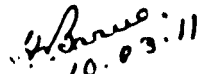
Therefore, even for these I would request you to allow us for following the criteria given by AICTE since we have to satisfy the eligibility criteria while applying for the renewal of our courses by AICTE.

Further, I would like to state that the major objective with which our institute has been established is to serve the backward areas of whole of North- Eastern Region. In these areas, particularly in respect of the criteria for lateral entry, the diploma holders with 60% marks are apparently less in number while the candidates in the range of 50 to 60% are sufficiently available. The relaxation of percentage from 60 to 50 as well as that in the increase of intake percentage from 5% to 20% will greatly help these candidates to pursue their studies in these courses.

This is submitted at your perusal and the undersigned will be grateful to you if the points mentioned above are given due consideration before the commencement of the admission process July -2011.

Thanking you.

Yours truly


10.03.11
(H.K Barua)

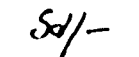
Director, RIST

Copy to: 1. Dean, School of Technology, NEHU, Shillong.

2. Registrar, NEHU Shillong.

3. Controller of Examinations, NEHU, Shillong.

4. Director, CDC, NEHU, Shillong.


(H.K Barua)

Director, RIST

ON BACHELOR OF TECHNOLOGY PROGRAMME

1. Eligibility criteria for admission

- A). A candidate who has passed higher secondary science examination or the equivalent from any recognized Board having secured a minimum of 50% marks in Physics, Chemistry and Mathematics relaxable by 5% for SC/ST candidates shall be eligible for admission.
- B). A candidate must have a valid All India Engineering Entrance Examination (AIEEE) score.
- C). Foreign students shall be admitted as per rules of MHRD/UGC/NEHU.

2. Selection procedure.

- A). The number of seats available for admission to the programme shall be sixty.
- B). A merit list shall be prepared based on the All India Engineering Entrance Examination score from amongst the eligible candidates.
- C). A 10% weightage on all India Engineering Entrance Examination score will be given (that is, percentage of AIEEE score of the candidate shall be raised by 10) for permanent residents of Meghalaya.
- D). Reservation of seats shall be in accordance with Government of India rules.
- E). For the wards of NEHU employees, 10% of seats shall be reserved.
- F). The seats remaining vacant under any reserved category shall be transferred to open category.

3. Duration & Programme structure.

- A). The courses shall be of 4(four academic years. Each academic year shall consist of 2(two semesters. Each semester shall have a minimum of 90 working days inclusive of semester examination
- B). The Programme shall consist of courses as detailed in the syllabus approved by the Academic Council.

4 Examination.

- A) A candidate shall apply for admission to end-semester examination to the Dean of the School through Head of a department who shall certify that all dues, including examination fee, have been paid.
- B). Each subject taken by a student in a semester shall consist of the following :
 - (i) Sessional examination (Theory and/or Practical).
 - (ii) End semester examination (Theory and/or Practical).
- C). For the purpose of determining the marks obtained by a student in any paper (other than Project Work/Report) of the programme, the weightage assigned to sessional work and end semester examination shall be in the ratio of 2:3.
- D) The evaluation of sessional work shall be made on the basis of student's performance in (a) 3 (three) written tests organized by the department, (b) written assignments/seminars/quizzes/field reports etc. The weightage for written tests shall be 50% and the remaining 50% shall be for written assignments, seminars, quizzes and field reports etc. For evaluation of the sessionals, two best performance shall be considered for each student.
- E) In order to pass a subject, a student shall have to pass the sessional and end semester examinations separately.
- F). The minimum pass marks shall be as follows:

Examination	Minimum pass marks		
	End semester	Sessional	Practical/Viva voce
All semesters	40%	40%	40%

- G). A student must attend a minimum of 7% classes in each course during a semester to be eligible to appear in the end semester examinations.

NORTH-EASTERN HILL UNIVERSITY REGULATIONS

- H). The Dean of the School may consider and decide, on request from the candidate through the Head of a department, for condonation of shortage of attendance up to 5% condonation of any shortage more than 5% and less than 15% may be recommended by the Head of the Department & Dean of the School to the Vice-Chancellor with full justification. The decision of the Vice-Chancellor shall be final.
 - I). A candidate falling short of the required attendance in a paper in a semester shall not be permitted to sit for the end semester examination of the paper.
 - J). A candidate falling sessionals in any paper shall not be permitted to appear at the end semester examination of that paper.
 - K). Ordinarily a student should complete the entire programme during the period of eight semesters. However, a student may be disallowed to participate in the academic programme up to a maximum of 12 consecutive semesters.
 - L). A student shall may repeat examination of a paper along with regular examinations of the concerned semester by paying the prescribed fee.
 - M). A student shall be allowed to continue the studies till the end of 4th semester irrespective of the number of failures in earlier semesters. But she/he will not be promoted to 5th semester unless she/he has cleared at least 50% of courses up to 4th semester, failing which her/his name shall be allowed to sit for the end semester examination on payment of the prescribed fees separately for each semester examination in which the candidate desires to appear.
5. **Evaluation.**
- A). Evaluation for each paper shall be done on the basis of performance in continuous sessional assessment and end-semester examination.
6. **Award of degree/class.**
- A). Candidate (a) securing 50% marks in aggregate and (b) who has cleared all papers shall qualify for the award of a degree.

NORTH-EASTERN HILL UNIVERSITY REGULATIONS

- B). In addition, the student in B Tech. programme shall be required to pay the following fees.

(I)	Development fee (Payable once at the time of admission):		
(i)	Indian students	-	Rs. 6000/-
(ii)	Foreign students from SAARC countries	-	US \$ 1000/-
(iii)	Foreign students from non-SAARC countries	-	US \$ 2000/-
(II)	Course fee (Payable each semester):		
(i)	Indian students	-	Rs. 15,000/-
(ii)	Foreign students from SAARC countries.	-	US \$ 1500/-
(iii)	Foreign students from Non-SAARC countries	-	US \$ 3000/-
(III)	Repeat course participation fee (For each course)		
(i)	Indian students	-	Rs. 2,000/-
(ii)	Foreign students from SAARC countries.	-	US \$ 200/-
(iii)	Foreign students from Non-SAARC countries	-	US \$ 400/-

8. **Removal of difficulties.**

Notwithstanding anything contained in this regulation, any difficulty arising in interpretation of , or giving effect to, any provision of this regulation, shall be referred to the Vice-Chancellor, whose interpretation or decision thereon shall be final.

Approved vide Resolution No:EC:125:2006.5:1:(iv)

5:8:6(1)

(vi) **Appointment of Joint Supervisor.**

The School Board of Economics, Management and Information Sciences in its meeting held on 4th April, 2011 considered and resolved that Dr. P.Hangsingh as Joint Supervisor of Mrs. M.A.Lyngdoh, Department of Library & Information Sciences.

The matter is placed before the Council for consideration.

5:8:7(1)

(vii) Appointment of Joint Supervisor

The School Board of Humanities in its meeting held on 11th April, 2011 considered and approved the appointment of Dr. X.P. Mao Department of Philosophy as Joint Supervisor of Karabi Saikia, Department of Philosophy.

The matter is placed before the Council for consideration.

5:8:8(1)

(viii) Change of Supervisor.

The School Board of Humanities in its meeting held on 11th April, 2011 approved to change the Supervisor for the following Ph D Scholars in placed of Prof Temsula Ao's retirement

<u>Name of candidates & Department</u>	<u>Previous Supervisor</u>	<u>New Supervisor</u>
1. Indrani B Bhuyan Department of English	Prof. T Ao	Prof. E. Syiem Jt. Supervisor Prof. T. Ao
2. Laisangpuii Department of English	-do-	Dr. S. Bhattacharjee

The matter is placed before the Council for consideration.

(ix) Appointment of Supervisor and Joint Supervisor

The School Board of Physical Sciences in its meeting held on 19th April, 2011 considered and approved the appointment of Supervisor and Joint Supervisor for the following candidates

<u>Name of candidates & Department</u>	<u>Supervisor</u>	<u>Joint Supervisor</u>
1. Ms. Badaker M Laloo Department of Chemistry	Prof. B Myrboh	Dr. R L Nongkhlaw
2. Mr. Sajal Kundu	Prof. R.A.Lal	Dr. T S Basu Baul
3. Mr Samrat Dey Department of Physics	Prof. Satish Kumar	Prof Y.S.Jain(Retd)
4. Ms Ningthoujam Thoinganbi Department of Physics	Prof. Satish Kumar	Prof. Y.S.Jain(Retd)
5. Mr. Lalmuanawma Chhange Department of Physics.	Prof Satish Kumar	Prof. Y.S.Jain(Retd)

The matter is placed before the Council for consideration.

5:8:10(1)

(x) Nomination of three members to the Board of Under-Graduate Studies

The term of the following Board of Under Graduate Studies has expired and needs to be reconstituted. In term of provisions under Clause 2(i) of the Ordinance OA-9, where there is no teaching at the University Department three members not below the rank of Reader to be appointed by Academic Council, one of whom shall be appointed as Chairman by the Vice-Chancellor provided that he should be a member of the Academic Council.

1. Sanskrit
2. Computer Science

The matter is placed before the Council for consideration.

5:8:11(1)

- (xi) **Renaming the BUGS in B.Tech in Computer Science and Engineering (CSE)**

The Board of Under Graduate Studies for B.Tech in Computer Science and Engineering (CSE) in its meeting held on 8th March, 2011 proposed that the present (BUGS) should be renamed "Board of Studies for professional Course in Computer Science and Engineering". The minutes of the meeting of the BUGS in B Tech in Computer Science and Engineering is placed at Annexure 'A'

The matter is placed before the Council for consideration.



NORTH Eastern

Hill University

NEHU Campus, Shillong – 793 022 (Meghalaya)

To

Dated 19th April, 2011

The Vice – Chancellor
Chairman, Academic Council
NEHU, Shillong.

Subject : Request for renaming the BUGS in B.Tech in Computer Science and Engineering(CSE)

Dear Sir,

The members of the BUGS in B.Tech. (CSE) in its meeting held on March 8, 2011 decided to propose that the existing BUGS (CSE) to be renamed as follows:

Present name - **Board of Undergraduate studies (BUGS) in B. Tech in Computer Science and Engineering.**

Proposed name – **Board of Studies for Professional Courses in Computer Science and Engineering.**

The above decision had been taken as it was done for other technological branches under the Ordinance OA -13. Minutes of the BUGS (CSE) dated March 8,2011 is enclosed.

Hope, you will accommodate our request by giving your approval to place it as an agenda in the 85th meeting of the Academic Council.

Thanking you,

Yours sincerely,

P. Nongkynrth

P. Nongkynrth

Chairman (BUGS for B. Tech. in CSE)
Physics Department
NEHU, Shillong

OR (Conf)
20/4/11

At include as an agenda item in next AC.

Kani 19/4/11

Regn No. 6310
Date 20/4/2011

1163
20/4/11



NORTH Eastern

Hill University

NEHU CAMPUS , SHILLONG - 793022 (MEGHALAYA)

Minutes of the meeting of the BUGS in B.Tech in Computer Science and Engineering (CSE) held at 11.00 hours on March 8,2011 at the Committee Room, Administrative Building, NEHU.

Members present

1. Prof. P. Nongkynrih (Chairperson)
2. Prof. S. Choudhury
3. Dr. Md. I. Hussain
4. Mr. Sajid Nagi
5. Dr. Anjan Das
6. Dr. Partha Bhomik
7. Ms. Aiom Mitri

Regrets:

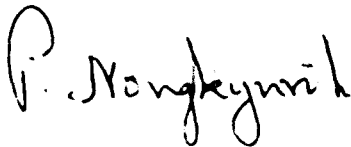
Prof. Jatindra Kr. Deka, Prof. Rupam Baruah and Mr. Samir kr. Gurung

The Chairperson welcomed the members to the meeting and called it to order.

1. Minutes of the BUGS (CSE) meeting held on May1, 2009 was read and confirmed.
2. Some members discussed the desirability of having the minimum of 40 percent marks in internal and external examinations separately to clear the course. However no resolution to this effect was taken to be forwarded to the Academic Council.

3. The members of the Board proposed that the present BUGS (CSE) should be renamed as Board of Studies for Professional Courses in Computer Science and Engineering as done for other technological branches under the Ordinance OA- 13.
4. Permission is to be sought from the authority of the University for co-opting one faculty member of Regional Institute of Science and Technology (RIST), Killing Road Mile, Ri Bhoi, Meghalaya as the institute is running the course.
5. Dr. Md. I Hussain and Prof. S. Choudhury have been entrusted to propose additional names as Paper setters and Evaluator for the course.

The meeting ended at 12.30 hours with thanks to the members
from the Chair.



P. Nongkynrih
Chairman (BUGS for B. Tech in CSE)
Physics Department
NEHU, Shillong

6:3:1(1)

6: - ADMINISTRATIVE MATTERS:

6:3 - Leave/Deputation:

- (i) Leave for Deans and Heads of Department/Centres during winter vacation.

The Deans of Schools being officers of the University are required to function in this capacity during winter vacation. Deans have been availing winter vacation as part of the provision for vacation for faculty. It will be in the interest of the University that the Deans remain in station during winter vacation for which appropriate leave may be provided.

Similarly the Heads of Departments and Centres may be required to be in station during vacation for which leave may be provided.

The matter is placed before the Council for consideration.