

NORTH-EASTERN HILL UNIVERSITY
SHILLONG

NO:EC: 105-2/Conf/99-4494

Dated Shillong the 30th Nov.,99.

To

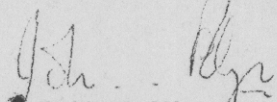
The Members of the
Executive Council,
North-Eastern Hill University.

Sub: Agenda papers for the 105th meeting of the Executive
Council.

Sir/Madam,

I am directed to forward herewith the Agenda papers
for the 105th meeting of the Executive Council to be held
on the 9th December, 1999 at 1000 Hrs. in the Conference
Room of the NEHU Guest House, Permanent Campus, Shillong
for favour of your information and consideration.

Yours faithfully,


" J M S Khongwir
Deputy Registrar.

Enclo: a.a.

AGENDA PAPERS FOR THE ONE HUNDRED AND FIFTH MEETING OF THE
EXECUTIVE COUNCIL.

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Item No. 3 - RATIFICATION OF ACTION TAKEN BY THE
VICE-CHANCELLOR:

- (i) Appointment of Head, Department of
Bio-Chemistry: NEHU: Shillong.

The term of appointment in respect of Dr. R.N. Sharan as Head, Department of Bio-Chemistry will expire on 20.12.99, the Vice-Chancellor, NEHU in exercise of his powers under Statute 7(2) of the NEHU Act, 1973 has appointed Dr. Ramesh Sharma as Head, Department of Bio-Chemistry, NEHU, Shillong for a period of three years w.e.f. the end of the current semester.

The matter is placed before the Council for ratification.

NO.F.5-5(XII) /Estt.II/89-143

(ii) APPOINTMENT OF HEADSHIP FOR USIC

Prof. A.L. Verma, Head of the Department, USIC, NEHU submitted a letter dated 27.9.1999 (ANNEXURE-I), stating that he is not able to devote sufficient time to organise and utilise the facilities in USIC, he has decided to give up the responsibility as Head, USIC and requested to relieve him at the earliest possible and requested to hand-over the charge.

The appointment of Prof. A.L. Verma as Head of the Department, USIC was a stop gap arrangement consequent upon the expiry of the term of re-employed of Prof. T.S.B. Narasimharaju on 24.8.1998. The appointment was for a specific period w.e.f. 25.8.1998 to 30.9.1998 or until further orders whichever is earlier. As per the notification, the period of Headship, USIC expired on 30.9.1998 and Prof. A.L. Verma continued to look after the USIC beyond the above date. Since he has expressed his desire to be relieved from the responsibility and in view of the urgent need to Head the Department of USIC, the Vice-Chancellor has appointed Dr. Y.S. Jain to look after the USIC with immediate effect as an interim measure and on a purely temporary charge.

The matter is reported to the Council for ratification.

No. F.9-24/Estt. II/95-145.

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ANNEXURE-I

The Vice-Chancellor,
NEHU, Shillong.

27th September, 1999

Sir,

I would like to bring it to your kind notice ~~xxx~~ that I was requested by the Vice-Chancellor to look after the Department of USIC consequent upon the expiry of term of Prof. T.S.B. Narasaraaju on 24.8.1998. Although I was not at all willing to take this responsibility as it requires full time attention, I very reluctantly agreed to help the University for only few weeks as is evident from the notification No.F.17-16/Re-Employment/98-322 dated 24.8.1998. Subsequently, I was again requested by the then VC to help the University for some more time with a promise that the University shall try to make alternate arrangements soon. After that, I had requested the then VC at least three times to relieve me of this responsibility but so far not much has been done in this matter.

As I am not able to devote sufficient time which is needed to organise and utilise all the facilities in USIC, I have now decided to give up this responsibility. I therefore request you to relieve me of this responsibility as Head of USIC at your earliest and please let me know whom should I hand over the charge.

With regards,

Sd/-
(Prof. A.L. Verma)
Head, USIC
NEHU, Shillong.

Item No. 6 ADMINISTRATIVE MATTERS:

6:2 Appointment/Creation-upgradation of posts/
Confirmation/Extension/Option/Transfer/
Release/Termination, etc.

(i) Confirmation of service of Sri S.K.Jha,
Lecturer, PUC.

On the recommendation of the Selection Committee, Sri S.K.Jha was appointed as lecturer in Statistics department Pachhunga University College, Aizawl with effect from 23/8/1997. He has completed the required 2 years of probation on 22/8/1999 and is due for confirmation with effect from 23/8/1997. The appraisal report has been submitted by him with the factual data verified by the Principal Pachhunga University College and is to be tabled from the chair.

The matter is placed to the Executive Council for consideration of his confirmation in the post of lecturer with effect from 23/8/1997.

No. F.15-112/Estt-II/97-144.

- (ii) Confirmation of service of Smt. Zoengpari.

Smti. Zoengpari was appointed as lecturer in Psychology department, Pachhunga University, College, by the Selection Committee with effect from 20.12.95. She has completed the required 2 years period of probation on 19/12/97 and is due for confirmation with effect from 20/12/95. The self appraisal report has been submitted by him with the factual data verified by the Principal, Pachhunga, University College, and is to be tabled from the chair.

The matter is placed to the Executive Council for consideration of her confirmation of her confirmation in the post of Lecturer with effect from 20/12/95.

0 0 0

NO.F.15-107/Estt-II/95-142.

6: 7- Others-

(i) Bye-Laws of The Records Management Committee

Bye-laws of the Records Management Committee of the Records Department was approved in the 97th E.C. meeting held on 14.7.98. As per the E.C's decision, the First Meeting of the Records Management Committee was required to define the term 'Records'. The Records Management Committee met on 22.11.99 and defined the term as follows :

"The scope of the word 'Record' in the context of the University means all papers, files, forms, registers, etc. connected with the Academic Departments, Centres, Library, Administration, etc. of the North-Eastern Hill University, Shillong.

The Committee also recommends for the approval of the Executive Council that Items (c) and(d) of Article-6, Section-3 be deleted from the Bye-laws of the Records Management Committee as the Committee has already been defined in Article-3.

A copy of the Records Management Committee Bye-laws approved by the 97th E.C. held on 14.7.98 is enclosed herewith in Annexure-I.

NORTH-EASTERN HILL UNIVERSITY
SHILLONG

RECORDS MANAGEMENT COMMITTEE
BYE - LAWS

ARTICLE -1 : NAME

Section -1 : The name of the Committee shall be Records Management Committee of the North-Eastern Hill University, Shillong.

ARTICLE - II: OBJECTS

Section I : To promote the setting of all Records Department /Section(s) at various locations within the University's jurisdictions.

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

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

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

ARTICLE - 3 : MEMBERS

- | | |
|------------------------------------|-------------------|
| 1. A Senior Teacher | Chairman |
| (nominated by the Vice-Chancellor) | |
| 2. Registrar | Ex-Officio Member |
| 3. Controller of Examinations | do Member |
| 4. Finance Officer | do Member |
| 5. Librarian | do Member |
| 6. Records Officer | do Secretary |

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

Section - 1 : The term of the office of the Records Management Committee shall be of 2 (two) years.

P.T.C.

ARTICLE - 6 : POWERS AND FUNCTIONS

Section - I : Chairman

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

Section - II : SECRETARY

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

Section - III : MEMBERS

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

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

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

d) To look into the side of financial matters, either Deputy Registrar/Assistant Registrar shall be member of the Committee.

ARTICLE - 7 : MEETINGS

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

Section - III : Quorum for the Committee shall be $\frac{3}{4}$ of the total members of the Committee.

Item No: 7 FINANCEIAL MATTERS

7:5 - Annual Accounts/Annual Reports.

i) Annual Report for the year 1998-99.

The Annual Report for the year 1998-99
to be released by the Vice-Chancellor.