

AGENDA ITEMS FOR THE 63RD MEETING OF THE ACADEMIC COUNCIL MEETING SCHEDULED ON 8TH AND 9TH JUNE, 2000

P A R T - II.

6-6-----  
C O N T E N T PAGE

4. DEFERRED ITEMS

- (i) Change on the B.A. Honours in Philosophy paper titled "Philosophy of Religion". 4:1(1-3)

5. ACADEMIC MATTERS:

5:1 - STATUTES, ORDINANCES, REGULATIONS AND RULES:

- (iv) Revised ordinance OB-6 and Regulation RB-1-6 relating to Affiliation of Colleges. 5:1:4(1-41)
- (v) Nomination of more Principals Representatives in the Academic Council. 5:1:5(1-2)
- (vi) Regulation for permanent Affiliation of Affiliated Colleges. 5:1:6(1-2)

5:2 - SYLLABUS:

- (v) Syllabus for B.Com(General & Major) and B.Com.(Vocational). 5:2:5(1-32)
- (vi) Certificate Course in Environmental Science. 5:2:6(1-7)
- (vii) Syllabus for Certificate Course in Adult Education. 5:2:7(1-2)

5:6- ESTABLISHMENT OF NEW DEPTTS./ CENTRES/COURSES:

- (i) Establishment of the Department of Spiritual & Moral values. 5:6:1(1-5)
- (ii) Opening of new Deptts. in the NEHU, Tura Campus. 5:6:2(1-2)

5:7 - AFFILIATION ETC.

- (ii) Affiliation cases of various colleges. 5:7:2(1-2)

5:8 - OTHERS

- (iii) Allied & Cognate subjects for the Board of Post Graduate Studies in Khasi. 5:8:3(1)
- (iv) Special scholarship for Ph.D Research for Garo / Khasi and Mizo. 5:8:4(1-2)

6:6 - SERVICE CONDITIONS & FINANCIAL BENEFITS:

- (ii) Guideline for appointment of Non-NET qualified candidates to the post of Lecturers in Colleges. 6:6:2(1-2)

4:1(1)

Item No:4 - Deffered Item

- i) Change on the B A Honours in Philosophy Paper titled "Philosophy of Religion"

The agenda on the above subject was placed in the 62nd meeting of the Academic Council wherein, the Council vide its Resolution No:AC:62:99:5:2(ii) considered the change of the B A Honours Course in Philosophy titled "Philosophy of Religion" and Resolved to defer the matter.

The letter No:F.2/Phil/BUGS/99/2373 of 15th,October'99 from the Head, Department of Philosophy and the minutes of the meeting of the BUGS in Philosophy which was held on 12th, Oct'99 are placed as Annexure - 'A' & 'B' respectively.

The matter is again placed before the Council for consideration.

SG/3/6/00)

North-Eastern Hill University  
 Mayurbhanj Complex, Nongthymmai, Shillong -793014  
 (Meghalaya)

Prof.(Mrs.)S.Miri  
 Head,Department of Philosophy.

No.F.2/Phil/BUGS/99/2373  
 Dated, 15th October,1999.

To

The Deputy Registrar,  
 (Conference),  
 NEHU,Shillong.

Sir,

The Board of Under-Graduate Studies in Philosophy on its Meeting held on 12.10.99 made the following suggestions for a Change on the B.A. Honours Paper titled,Philosophy of Religion. Topic No.6 i.e. Liberation:Buddhism,Christianity and Hinduism may be merged with topic No.5. The topic No.5 hence should read as Suffering and Liberation : Buddhism,Christianity and Hinduism.

Instead of earlier topic No.6,the Board has recommended the following topic :The Concept of Sarana : Neo Vaishnavism of Sankardev.

In paper 1 B.A. Pass,General Problems in Philosophy,the Board suggested that topic No.3 should be spelt out in more detail, Hence the following suggestions were made:

Sources of Knowledge:

Origin,Scope and Validity of Knowledge with reference to Locke,Berkeley and Hume.

Origin,Scope and Validity of knowledge with reference to Descartes,Spinoza and Leibnitz.

Regarding topic No.4 that is,Theory of Perception,the Board suggested that the syllabus should mention specifically Naive and Scientific Realism and Objective and Subjective Idealism.

The paper titled, Logic:The following suggestion was made: Instead of topic No.3,we should include Classification of Proposition :Traditional and Modern.

Yours sincerely,  
 Sc/-Sujata Miri  
 ( S. MIRI )

MINUTES OF THE BOARD OF UNDER-GRADUATE STUDIES IN PHILOSOPHY HELD ON 12.10.1999 AT 11:30A.M. IN THE DEPARTMENT OF PHILOSOPHY

Members Present:

1. Dr. Jagat Pal.
2. Mr. X.P. Mao.
3. Mr. K.D. Remeiej.
4. Mr. Basil Pohlong.
5. Dr. K.P. Mohanta.
6. Dr. G.P. Das.
7. Br. S.C. Daniel. - Special Invitee
8. Dr. C.R. Agera - Sepcial Invitee
9. Dr. L. Lonka - Special Invitee
10. Prof.(Mrs.) S.Miri - In the Chair.

The following decisions were taken:

1. Regarding the Minutes of the Meeting held on 5.10.98, the Members regretted the absence of any follow-up action the various suggestions.
2. The Chairman informed the Members about the prompt responses to her letter asking for suggestions to promote the teaching of Philosophy at the Under-Graduate level.
3. In responses to request from collage teachers, it was decided to prepare urgently a manuscript covering the course titled, Social and Political Philosophy. The contributors would be dr. Jagat Pal, Dr. G.P. Das, Dr. K.P. Mohanta, Dr. S.C. Daniel, Mr. Basil Pohlong, Mr. K.D. Ramsiej and Prof. S. Miri. Also it was suggested by Dr. C.R. Agera that some reference readings of Prof. M. Miri may be included.
4. A subject-wise panel of examiners mostly (Senior College teachers) was prepared.

The Meeting ended with a vote of thanks from the Chair.

Sc/-Prof. S. Miri  
Chairman,  
B.U.G.S. in Philosophy.

5:1:4(1)

- (iv) Revised ordinance OB-6 and Regulations RB-1-6 relating to Affiliation of Colleges.

The draft revised ordinance OB-6 and Regulations RB-1-6 relating to affiliation matters was placed in the 62nd meeting of the Academic Council, wherein, the Council vide its Resolution No.62:99:5:1(v) considered the amendments to the said ordinance and Regulation and Resolved to approve the same.

The above decision of the Council was placed before the Executive Council in its 105th meeting wherein, the Council vide its Resolution No.EC:105:99:5:1(v) considered the draft revised ordinance OB-6 and Regulation RB.1-6 and Resolved to refer back the matter to the Affiliation Committee for editing and incorporating the recommendations of the Academic Council.

Now, the said Revised Ordinance OB.6 and Regulation RB.1-6 as re-submitted by the Director, College Development Council are as annexure.- I and II.

The matter is placed before the Council for consideration.

*The Ordinance relating to Affiliation of Colleges OB - 6 and Regulations RB 1 - 6 are resubmitted for consideration to the August Body with full details since in the deliberation in the last Academic Council (62nd) it was pointed out to do so.*

ON THE AFFILIATION OF COLLEGES OB - 6  
Revised Ordinance

Under Section 26(1)(g) of the NEHU Act, 1973  
read with Clause (6) of Statute 33

Clause	Existing	Proposed	Remarks
Affiliation Committee	1. (1) The Academic Council shall constitute an Affiliation Committee for Colleges/Institutions under the University-The composition of the Committee shall be as follows:	No change	
	(i) Vice-Chancellor or Pro-Vice-Chancellor - Chairman	- do -	
	(ii) Director of Public Instruction/Higher Education or his nominee of the State(*) concerned.	- do -	
	(iii) Two nominees of the Academic Council - Members *	- do -	
	(iv) Registrar or any other Officer nominated by the Vice-Chancellor - Member	Controller	
	(v) -	Director, CDC - Member Secretary.	
Powers & Functions	2. The Affiliation Committee shall be the main body to scrutinize the applications for affiliation and recommend to the Academic Council affiliation of colleges/Institutions. Withdrawal of affiliation if any, of colleges/institutions shall also be recommended by the Affiliation Committee.	No Change	
		(iii) * The term of the membership will be for two years only.	.. 2 ..

Clause	Existing	Proposed	Remarks.
Meetings	(3) The Affiliation Committee shall meet as and when necessary.	No Change	
Quorum	(4) The Quorum for the meeting of the Committee shall be one-third of its total membership.	No Change	
Degree Colleges	The Colleges for the purpose of the Ordinance shall be Degree Colleges including the professional ones, providing instructions for relevant degree courses (General/Honours/Professional courses)	No change	
	Admission to the privileges of the University for various courses leading to a particular degree shall be decided separately.	No Change	
Starting a New College/Institution/Course	3. (1) When it is proposed to start a new college/institution/course, the sponsoring body, or in the case of a Government College/Institution, the Head of the Govt. department concerned, shall submit on an application to the Registrar in a prescribed form not later than August 15 of the preceeding year in which it is intended to start the college/institution/course. The application shall be accompanied by a project report giving details along with required fees as laid down hereunder.	When it is proposed to start a new college/institution/course, the sponsoring body, or in the case of a Government College/institution, the Head of the college/institution/sponsoring authority concerned, shall submit on an application to the Registrar/Director, CDC in a prescribed form not later than August 15 of the preceeding year in which it is intended to start the college/institution/course. The application shall be accompanied by a project report giving details along with required fees as laid down hereunder.	

NEHU NOTES

Clause	Existing	Proposed	Remarks
Initial Screening of the application	(2) On the receipt of the application along with prescribed fees, the Affiliation Committee shall scrutinize the application and may seek further clarification, if necessary from the sponsoring body either in writing or through a representative. If the Committee is satisfied with the project report, it shall constitute an Inspection Team with the approval of the Vice-Chancellor, with not less than three members including the Director of Public Instruction/Higher Education of the State concerned or his nominee and the subject expert(s). The Convener of the Inspection Team shall be a person not below the rank of Professor.	On the receipt of the application along with prescribed fees, the Affiliation Committee shall scrutinize the application and may seek further clarification, if necessary from the sponsoring body in writing. If the Committee is satisfied with the project report and having found that there is a prima facie case for starting a new college/institution then it shall recommend constitution of an inspection team. The inspection team shall comprise of not less than three members including the Director of Public Instruction/Higher Education of the State concerned or his nominee and the subject expert(s). The Convener of the Inspection Team shall be a person not below the rank of Professor.	
	(3)	The Affiliation Committee shall not forward any case for the consideration of A.C. unless the college/institution/sponsoring authority satisfies the minimum prescribed requirement for starting a new college/institution.	
Inspection Team	(4) The Inspection Team shall take necessary steps to examine the request, inspect the site and submit its report on the need for the proposed college/institution/course, the suitability of the site, feasibility of the plan submitted, the adequacy of physical and financial resources offered, library/laboratory facilities and submit the necessary recommendations to the Affiliation Committee. If the Affiliation Committee is satisfied with the report it shall recommend for getting permission to start a college/institution/course to the Academic Council.	The Inspection Team shall take necessary steps to examine the request, inspect the site and submit its report on the need for the proposed college/institution/course, the suitability of the site, feasibility of the plan submitted, the adequacy of physical and financial resources offered, library/laboratory facilities and submit the necessary recommendations to the Affiliation Committee. If the Affiliation Committee is satisfied with the report it shall recommend to the A.C. for permission to start a college/institution/course.	

Clause	Existing	Proposed	Remarks
Preliminary steps by the sponsoring Agency for Provisional Affiliation	<p>(5) On receipt of permission to open a college/institution or to start a new course, the sponsoring agency shall make all necessary preparations. If a new college/institution is to be opened steps shall be taken to constitute a Governing Body and make appointment of the Principal/Director and other teaching and non-teaching staff as the case may be, in accordance with provisions of the Statutes, Ordinances and Regulations. If a new course is to be started in any existing college/institution necessary arrangements in terms of physical facilities, library and laboratory equipment shall be made along with the appointment of teaching/non-teaching staff required for the purpose</p>	<p>NO CHANGE</p>	
Application for Provisional Affiliation	<p>(6) The sponsoring agency, having made all arrangements and preparations to open a college/institution or to start a new course(s) in the existing college/institution shall inform the University forthwith about the appointments and about the fact that the college/institution/course has started not later than 15 days after the beginning of the academic session and shall make an application to the University for provisional affiliation.</p>	<p>NO CHANGE</p>	<p>The college/institution seeking provisional affiliation should have a regular and qualified Principal, teaching and non-teaching staff as per University norms.</p>

5(2)

NEHU NOTES

Clause	Existing	Proposed	Remarks
Grant of Provisional Affiliation 1st step	<p>(7) The Chairman of the Affiliation Committee shall constitute either a fresh Inspection Team or send the same team (the one on whose report permission was granted) to visit the college/institution on any working day in the first academic session latest by 31st October and submit a report in the form as may be prescribed in the Regulations. The Affiliation Committee after receiving the report will forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may grant provisional affiliation for a period of three years only. Affiliation may ordinarily be granted in the first instance, to start general level courses. Provided that in the case of a college/institution sponsored by the Government or by an Educational Society of repute, affiliation may be granted to general and major level/professional courses simultaneously.</p>	NO CHANGE	
Renewal of Provisional Affiliation 2nd step	<p>4(1) Provisional affiliation to a college/institution shall be granted for a period not exceeding three years at a time. Request for renewal shall be submitted in the prescribed form six months before the expiry of the period of provisional affiliation</p>	<p>Provisional affiliation to a college/institution shall be granted for a period not exceeding three years at a time. Request for renewal shall be submitted in the prescribed form six months before the expiry of the period of provisional affiliation. If a college/institution does not apply for renewal of affiliation well within the period of provisional affiliation, the affiliation granted shall stand terminated automatically.</p>	

Clause	Existing	Proposed	Remarks
Inspection	<p>(2) The Chairman of the Affiliation Committee shall constitute an Inspection Team to report on the request for renewal. The Inspection Team Shall visit the college, review its progress and performance in general and submit a report along with its recommendations for renewal/ withdrawal of provisional affiliation. The affiliation Committee after reviewing the report, shall forward the same to the Academic Council along with its comments for necessary action</p> <p>5. Every college/institution admitted to the privileges of the University shall be inspected as per the provision laid down in the Statutes.</p>	<p>Every college/institution admitted to the privileges of the University shall be inspected as per the provision laid down in the Statutes/Ordinances/Regulations.</p>	NO CHANGE
Permanent Affiliation	<p>6. (1) A college/institution which has been granted provisional affiliation, after the lapse of the stipulated period as prescribed in the Regulation, may apply for permanent affiliation which may be considered by the Executive Council on the basis of recommendation of the Academic Council.</p>	<p>A college/institution which has been granted provisional affiliation, after the lapse of the stipulated period as prescribed in the Regulation, may apply for permanent affiliation which may be considered by the Executive Council on the basis of recommendation of the Academic Council if the college has been enjoying temporary affiliation for ten years or more.</p>	
Power to lay down new conditions	<p>(2) The Executive Council may, from time to time, lay down new conditions for affiliation (general or specific, regarding staff, building, equipments, library, laboratories, finance or other relevant matters) and specify the date by which these conditions must be satisfied failing which the college/institution may not be allowed to enjoy the privileges of the University.</p>	<p>NO CHANGE</p>	

Clause	Existing	Proposed	Remarks
Admission of students	(3) No student shall be admitted to any college/institution/course of study before permission to start classes is granted by the University.	No student shall be admitted to any college/institution/course of study before permission to start classes is granted by the University, breach of this rule may invite refusal of any permission to the college/institution	
Affiliation and other fees	(4) A sponsoring Agency seeking permission to open a new college/institution or start a new course(s) seeking provisional/permanent affiliation shall deposit the reserve fund & pay the fees as specified below:-		
	(i) Fees for permission to open a new college/institution - Rs.15,000/-		No CHANGE
	(ii) Fees for renewal of provisional Affiliation/permanent affiliation - Rs.5,000/-		
	(iii) Fees for permission to open a new course/subject - Rs.3000/-		per each course
	(iv) -	All colleges/institutions permanently have to deposit affiliation fee of Rs.5000 - after every three years.	
	(v) Annual enrolment fee @ Rs.10/- per student rolls as on the closing day of admission of the year.		NO CHANGE
	(vi) Reserve fund in long term deposits in the name of the college for a period of at least 5 years		NO CHANGE
	For general stream - Rs.4,00,000/- For Major stream - Rs.5,00,000/-		
	Provided that the Government College/institutions are exempted from depositing the reserve fund.		

<u>Clause</u>	<u>Existing</u>	<u>Proposed</u>	<u>Remarks</u>
Withdrawal of Affiliation	7.	The Executive Council shall have power to withdraw any affiliation or permission from a college/institution at any time whenever, in the opinion of the Executive Council, has failed to comply with the Rules, Regulations, Statutes, Ordinances or any other directives of the University, or if the college authorities have failed to maintain order and discipline in the college or the normal regular and proper functioning of the college has become impossible due to mismanagement of the affairs of the college or any other reasons including none-payment of affiliation fee etc.	

Dissolution of a college/institution/course of study	8.(1)	No college/institution/course of study shall be dissolved or abolished by its 'Governing Body' or Advisory Committee without making prior arrangement for admission of its students in another affiliated college(s) and without making alternative arrangement for the employment of the permanent members of the staff and also without obtaining prior approval of the Academic Council, Executive Council, the State Government, and the University Grants Commission.	
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NO CHANGE

Provided that no college/institution/course of study shall be dissolved/abolished in the midst of an academic session.

Removal of difficulties

Any difficulty arising in interpretation of, giving effect to, any provisions of this Ordinance, shall be referred to the Vice-Chancellor, whose interpretation or decision thereon shall be final.

<u>Clause</u>	<u>Existing</u>	<u>Proposed</u>	<u>Remarks</u>
Minimum number of classes per week/per paper Under Ordinance OB -6	RB -1. The time table of a College shall provide the minimum number of Lectures/tutorials/practicals in every paper carrying 100 marks as under:  Subject other than Science (General)  4 Lecture and one tutorial each of 45 minutes duration.  Honours  5 Lectures and one tutorial each of 45 minutes duration.		
	Provided that a college shall make arrangements for classes in each paper carrying 100 marks so as to ensure that each general paper is taught for at least 150 periods(including tutorials) while each Honours paper is taught for at least 180 periods(including tutorials) in a year.	NO CHANGE	
	Three year degree Course in Science (General)		
	4 Lectures of 45 minutes each and practical of 6 hours per week.		
	Honours		
	5 Lectures of 45 minutes each and practicals of 6 hours per week.		
	Provided that a college shall make arrangements for classes in each paper carrying 100 marks so as to ensure that each paper is taught for at least 180 periods including practicals in a year		

Clause	Existing	Proposed	Remarks
Minimum Staffing Requirement Under Ordinance OB - 6	1. Subject to the provision as laid down in the Regulations concerning the duties of the teachers and minimum number of classes per week, the minimum staffing requirement of a college shall be as prescribed below.	(i) No college shall be granted affiliation if it fails to satisfy such minimum requirement. (ii) Three year degree Course Science(General) At least four teachers for each subject (iii) Three year degree course, Science(Honours) At least five teachers for each subject (iv) Three year degree course(per programmes) other than Science(General) At least three teachers. Three year degree course(per programme) Arts/Commerce (General) At least three teachers for each subject (v) Three year degree course,(per programme) other than Science (Honours) At least four teachers Three year degree course,(per programme) Arts, Commerce (Honours) At least four teachers for each subject.	

NOTE: However in a college where English is taught only as a compulsory subject there shall be at least four teachers. But in a college where English/MIL is also taught as an Honours subject there shall be at least five teachers in each subject.

No change.

NEHU NOTES

<u>Clause</u>	<u>Existing</u>	<u>Proposed</u>	<u>Remarks</u>
Qualification of Teaching Staff	2. Principal:	A Principal of a college shall be a whole-time Officer, possessing integrity, commanding personality and organising ability, preferably with administrative experience. He should be the holder of at least a Second Class Masters' Degree with 10 years experience as a teacher in a college or a University or as an Educational Administrator.  Provided that in special cases of outstanding merit and or administrative ability in the length of experience may be relaxed upto five years. His minimum age should be 35 years, but not exceeding 62 years.	
	3. Lecturer:	As per UGC norms.	

NEHU NOTES

*The bill for the year 1949-50  
 passed by the Government of India  
 in the year 1949. It is a bill  
 for the purpose of amending the  
 provisions of the Act relating to  
 the appointment of teachers in  
 colleges and universities. The  
 bill provides for the appointment  
 of teachers on a permanent basis  
 and for the relaxation of the  
 minimum age limit for the  
 appointment of teachers in  
 special cases. The bill also  
 provides for the relaxation of the  
 length of experience required for  
 the appointment of teachers in  
 special cases. The bill is  
 intended to bring the provisions  
 of the Act in line with the  
 provisions of the UGC norms.*

<u>Clause</u>	<u>Existing</u>	<u>Proposed</u>	<u>Remarks</u>
On Duties/ RB- 3. Work-Load of Teachers Under Ordinance OB + 6.	The work load of a teacher shall not ordinarily be less than 25 periods of teaching (including tutorials) in a week.	Provided that the duration of class (including tutorials) shall not be less than 45 minutes.	Provided further that no teacher shall be permitted/required to teach in more than two shifts in a day.
	No teacher shall be allowed to work in more than one college in the same shift. No teacher of a college shall work in another college without the prior permission of the Governing Body of the college of which he is a full time employee.	NO CHANGE	
	Notwithstanding anything mentioned above, a full time teacher of a college shall be required to be physically present at his college for a minimum period of 4 hours on a working day.		

NEHU NOTES

The bill for the regulation of the work-load of teachers under Ordinance OB + 6. The bill provides that the duration of class (including tutorials) shall not be less than 45 minutes. It also provides that no teacher shall be permitted/required to teach in more than two shifts in a day. No teacher shall be allowed to work in more than one college in the same shift. No teacher of a college shall work in another college without the prior permission of the Governing Body of the college of which he is a full time employee. Notwithstanding anything mentioned above, a full time teacher of a college shall be required to be physically present at his college for a minimum period of 4 hours on a working day.

Clause	Existing	Proposed	Remarks
Norms for Accommodation Under Ordinance B - 6	1. Each college shall provide suitable accommodation as follows: (i) One room for the Principal (ii) One room for the Vice-Principal, if any (iii) One room for the College office with necessary arrangement for a Cash counter. (iv) One common-room for the staff. (v) One common-room for boys and another for girls. (vi) One Library with sufficient space for reading.	NO CHANGE	
	In addition to the above, the college shall provide class rooms as specified below:		
	(i) There shall be separate class rooms for compulsory and elective subjects..		
	Provided that the class room shall be of a size that each student sitting therein is provided with a minimum floor area of 0.75 sq.metre.		
	(ii) For Science subject there shall be separate Lecture theatres and lab rooms with the provision that no student will have less than 2.2 sq.metre floor area for working in the laboratory.		
	(iii) Each college shall make necessary arrangement for museum, balance room, dark room, computer room, preparation room etc. which shall be close to the respective labs/class rooms.		

Clause  
Norms of Rb - 5  
Library  
Facilities  
Under  
Ordinance  
OB - 6

Existing

Proposed

Remarks

Each college have a library of at least 5000 books. In addition, it shall have 300 books for each of the elective subjects and six hundred for English, (including Elective English). Further the college library shall have at least one copy of a text book for each group of 5 (five) students and one copy of a general/reference book for each group of 10 (ten) students.

Three year Degree Course (Major)

NO CHANGE

Each college shall have in addition to 5000 books, at least 500 books for each of the Major subjects offered with the provision that each group of 5 (five) students has at least one copy of a text book.

As a general policy, a college shall subscribe to two important journals for each subject.

Professional Courses

A college offering a professional course shall have at least six hundred books in each major area with the provision that each group of 5 (five) students has at least one copy of a text book.

Provided further that each such college shall subscribe to two important journals in each major area.

Clause  
Norms on  
Number of  
Students  
to be  
Admitted to  
Various  
Classes  
Under  
Ordinance  
OB - 6

RB -6 Three Year Degree Course(General)

Existing

Proposed

Remarks

- (i) The number of students to be admitted to a degree programme in Science shall not ordinarily exceed 40 in each section while the number of students to be admitted to a degree programme in subjects other than Science shall not exceed 50 in each section.
- (ii) Provided that the number of students for a practical class shall not exceed 20 under any circumstances.

In case, the number of students exceeds the prescribed limit the class shall be split into two or more sections so as to bring them within the prescribed norm.

Three Year Degree Course (Honours)

- (i) The number of students to be admitted to a degree programme in subjects other than science shall not ordinarily exceed 35 while the number of students to be admitted to a degree programme in Science shall not ordinarily exceed 25. In case, the number exceeds the prescribed limits the class shall be split into two or more sections so as to bring them within the prescribed norms.

The number of students for a practical class however shall not exceed 15 under any circumstance.

<u>Clause</u>	<u>Existing</u>	<u>Proposed</u>	<u>Remarks</u>
Application For Establishment of a new College	To The Registrar/CDC, Director North-Eastern Hill University, Mawkynroh, Umshing, Shillong-793022.		

Sub: Application for \_\_\_\_\_

Sir/Madam,

With reference to the subject quoted above,  
I submit the information and details as indicated below:

1. Name and address of the Sponsoring Authority  
(if a new college) Governing Body (if an  
established college)
2. Name and address of the College
3. Course for which permission is sought:  
(Please specify subjects and standard into  
which permission is sought).
4. Permission fee/Affiliation fee of Rs \_\_\_\_\_  
is enclosed). The payment has to be made through  
a Cheque/Bank Draft payable to North-Eastern Hill  
University, Shillong.

NO CHANGE

5. Whether relevant Proforma is enclosed?

Date: \_\_\_\_\_

Place: \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Note: 1. The application, complete in all respects,  
should reach the Registrar, North-Eastern  
Hill University, before 15 August of the  
Preceding Year in which the college is  
intended to start.

Clause  
PROFORMA - 1  
To be submitted  
by Sponsoring  
Authority  
which intends  
to establish  
a new college

- Existing
1. Name of the College \_\_\_\_\_
  2. Affiliation for \_\_\_\_\_
  3. The academic session from which admission starts \_\_\_\_\_

Proposed

Remarks

B. GENERAL INFORMATION

- 1) Sponsoring authority (i) Governing Body  
(ii) State Government.

- a) Name
- b) Address
- c) Legal status (Please enclose its constitution)

- 2) Number of Schools and students passing in, Higher Secondary Examination (+2) within a radius of 25 kilometres from the proposed college (enclosed list of Schools/Institution) NO CHANGE

<u>Name of the school/Institution</u>	<u>Number of students passing out</u>	<u>Distance from the proposed college</u>

- 3) Details of enrolment in a college within a radius of 25 kilometres from the proposed college (enclosed list of colleges)

<u>Name of the college</u>	<u>Number enrolled</u>	<u>Distance from proposed college</u>

- 4) Will it be a day or evening/morning college

5) EXISTING RESOURCES

- 1) Actual land available (in hectares):
- 2) Extent of existing building.

<u>Room</u>	<u>Number</u>	<u>Size</u>
Classrooms		
Laboratory		
Principal's room		
Office room		

Clause

Existing

Proposed

Remarks

Students' room  
Teachers' room  
Library  
Lavatory  
Other rooms (please specify)

3) Size of the playground (in metres):

4) Details of furnitures, equipments etc.

<u>Furniture</u>	<u>Number</u>	<u>Size</u>
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Classrooms chairs

Classroom tables

Other chairs

Other tables

Almirchs

Other items (Please specify)

NO CHANGE

5) Details of student hostel

6) Whether all the above resources are owned or acquired. If acquired, a no objection certificate from the owner for use of the building/land/ furniture etc. is to be furnished alongwith this form.

**1. FINANCIAL POSITION**

1. Details on the Reserve Fund in long term Deposit in the name of the College. A certificate from the bank to this effect is to be attached.

<u>Name of the Bank</u>	<u>Amount</u>
-------------------------	---------------

2. SOURCES OF INCOME (ANNUAL)

	<u>Amount</u>
--	---------------

a. Grants from Government

b. Fees

c. Donation

d. Others (Please name the sources)

e. Total annual income

3. Is the above amount sufficient to run the college? If not, how do you plan to raise the remaining amount?



Clause

Existing

Proposed

Remarks

1. RESOURCE + FUTURE PLAN

Please enclose your proposals, if any, for future development programmes reflecting prospects of the college for the next ten years of Physical, financial resources, academic programmes library facilities, co-curricular activities.

NO CHANGE

Date:

Signature of the

Place:

Sponsoring Authority

NOTE:(1) Documentary evidence is to be supplied wherever necessary.

(2) The University has laid down certain essential conditions to be fulfilled by the colleges for establishment of new college. The college authority should make sure to follow such conditions in submitting a Project Report.

(3) The Report and all relevant documents should be submitted in ten copies.

NEHU NOTES

*The bill for the publication of the bill  
cannot be taken except from 15  
11/11/1951  
Next  
That  
10/11/51*

Clause  
PROFORMA II  
(New Course/  
Subject)  
To be submitted  
by the college  
Authority for  
Permission to  
start a New  
Course/Subject  
in an existing  
College.

Existing Proposed Remarks

A. GENERAL INFORMATION

1. Name & Address of the College \_\_\_\_\_
2. Give the names of courses/subjects existing in the College and additional courses intended to start

Existing	Course(s) Subject(s)	Subjects pro- posed to start at Degree Level	NO CHANGE
----------	-------------------------	--	-----------

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
3. Please specify the academic session from which the first batch of students are to be admitted for the course(s) subject(s) proposed.
  4. Please specify the monthly/year on which the first batch of students are accepted to take the exam in the subject(s) Course(s) proposed
  5. Briefly state the need for starting the new course(s)/subject(s)
  6. Have you fulfilled all the conditions prescribed by the University for starting the new course(s)/subject(s)?
  7. Does the college have a Governing Body as per University Rules? If yes, Give a list of the members (Annexure) \_\_\_\_\_

B. PHYSICAL FACILITIES

1. Details of rooms available (for existing courses)

<u>Room</u>	<u>Number</u>	<u>Size</u>
a)		
b)		
c)		
d)		
e)		
f)		

NO CHANGE

2. Course for additional Funds for the new course(s)/ subject(s). Give the source and amount. In case of sanctioned Funds, please enclose a copy of the sanction order.

C. ACADEMIC DETAILS

1. Details of students enrolment for the last 3(three) years subject wise (use separate sheet if additional space is required).

2. Details of rooms made available for the new course(s)/subject(s).

<u>Room</u>	<u>Number</u>	<u>Size</u>
-------------	---------------	-------------

a) Class rooms

b) Others

3. Please give details of your Laboratory equipments (Enclose subject-wise for each)

4. Please enclose a list of the college furniture available

D. STAFF STRENGTH (TEACHERS)

1) Please enclose a list giving the names of teachers including the Principal, their academic qualifications, division and percentage of marks at each stage beginning High School, teaching and research experience, classes taught, area of specialisation, publications.

NET AND RESEARCH DEGREE

2. Are there any sanctioned post where teacher(s) are yet to be appointed? If yes, please furnish a certificate from the appropriate authority.

Clause

E. FINANCIAL POSITION

Existing

Proposed

Remarks

1. Details of fixed deposit assets in favour of the college  
A certificate from the Bank is to be furnished:

2. Details of Income and expenditure statement for the  
last 3(three) years.

Year	Source of income	Amount	Head of expenditure	Amount
------	------------------	--------	---------------------	--------

- a)
- b)
- c)

NO CHANGE

F. LIBRARY

1. Kindly furnish the name and qualification of your Librarian

NAME	QUALIFICATION
------	---------------

2. Do you have a separate Library Room?

3. Kindly furnish the number of books(Subject-wise available)  
in your Library and also additional, books/journals proposed.

i) Existing subject:

<u>Subject</u>	<u>Number existing</u>	<u>Additional proposed</u>	
		<u>Books</u>	<u>Journals</u>
Books/Journals			

- a)
- b)
- c)
- d)
- e)
- f)
- g)
- h)

ii) New course(s)/subject(s)

- a)
- b)

NEHU NOTES

*The bill for the year 1994-95...*

Clause

Existing

Proposed

Remarks

G. GENERAL INFORMATION

- 1) When did the last Inspection team visit the college and for what purpose? \_\_\_\_\_
- 2) Kindly furnish a list of the conditions laid down by the above Inspection Team for fulfilment:
- 3) Which of the conditions have been fulfilled and when?

NO CHANGE

Date  
Place

Signature of the  
Applicant

NOTE:

- 1) Documentary evidence has to be supplied wherever required.
- 2) The University has laid down certain essential conditions to be fulfilled by the colleges for introducing new course(s)/ subject(s). The college authority should make sure to follow such conditions in submitting the project report.
- 3) The report and all relevant documents has to be submitted in TEN copies.

ENROLMENT AND UNIVERSITY RESULTS(SUBJECT-WISE) FOR THE  
LAST 3 YEARS

Subject	Year	Enrolment		University Results	
		Degree General Courses	Major Courses	Degree General Courses	Major Courses

LIST OF COLLEGE FURNITURE

S1.	Name of Furniture	Number

Clause

Existing

Proposed

Remarks

PROFORMA III  
(Introduction of  
Honours Courses)  
Report to be  
submitted by  
College authority  
for introduction  
of Honours courses

A. GENERAL INFORMATION

1. Name of the College:
2. From which academic session was the college granted affiliation to Degree level? (Kindly give letter No. & Date).
3. Please give in details the need and justification for upgrading the college with Honours courses.
4. What are the subjects offered at Degree General level and subjects to be started at Honours level

NO CHANGE

SUBJECTS

General Course  
offered

Honours Courses  
to be introduced

5. Have you implemented all the conditions laid down by the University for starting Honours courses?
6. Please furnish a list of the members of your College Governing Body.

B PHYSICAL FACILITIES

1. Details of rooms

Rooms available

Number

Size

- a) Class rooms
- b) Principal's room
- c) Office room
- d) Teachers' Common room
- e) Students' Common room
- f) Laboratories
- g) Library
- h) Reading room
- i) Lavatory facilities
- j) Other rooms

Clause

Existing

Proposed

Remarks

C. FINANCIAL POSITION

1. Detail on fixed deposit in favour of the college. A certificate from the Bank must be enclosed.

<u>Name of the Bank</u>	<u>Pass Book/Account No.</u>	<u>Amount</u>
-------------------------	------------------------------	---------------

2. Kindly furnish the income and expenditure during the last three years.

<u>Year</u>	<u>Income</u>	<u>Expenditure</u>
-------------	---------------	--------------------

3. How does the college intend to raise additional funds for starting Honours courses. Indicate the sources. NO CHANGE

<u>Sources</u>	<u>Amount</u>
----------------	---------------

- a.
- b.
- c.

D. ACADEMIC DETAILS

1. Details of subject-wise student enrolment during the last three years.

<u>Subject(s)</u>	<u>Year</u>	<u>Enrolment at Degree level</u>		
		1st year	2nd year	3rd year

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.

2. What is the expected enrolment in Honours courses?

3. Details of subject-wise result percentage during the last 3(three) years.

<u>Subject(s)</u>	<u>Year</u>	<u>Percentage at Degree Level</u>		
		1st year	2nd year	3rd year

NEHU NOTES





Clause

Existing

Proposed

Remarks

PROFORMA IV  
Project Report to be submitted by the Sponsoring Authority/ College Authority to seek Provisional Affiliation

1. Name of the College:
2. Date and reference of the first permission, grant by the University to establish a college:
3. Date from which the college started its regular classes:
4. Please furnish actual position of the Academic details as on the last date of admission:
  - a) Number of teaching staff appointed:
  - b) Courses/subjects started
  - c) Number of students enrolled:
  - d) Name of the Principal and teacher(s) with qualification, experience and date of joining.
  - e) Number of volumes procured for the Library: (Books and Journals to be indicated separately).
5. Progress report on the recommendations of the University at the time of granting first permission to start the college:
6. Any other relevant information:

it should go with Proforma I.

Date:

Signature of the Applicant

Place

Note: The application is to be submitted in ten copies.

NEHU NOTES

The bill for the stationery of 49 pages scanned & index received from VIKRAMS MULTIMEDIA (Pvt) New Delhi for Rs. 39,945/- The copy was received from the...

<u>Clause</u>	<u>Existing</u>	<u>Proposed</u>	<u>Remarks</u>
<u>PROFORMA V</u>	<u>A. GENERAL INFORMATION</u>		
(Permanent Affiliation)	1. Name and Address of the College		
Project Report to be submitted by the college Authority for grant of Permanent Affiliation	2. Name of the Principal and teacher(s) their educational qualifications indicating percentage of marks and experience and period served in the College. *	* list may be attached	
	3. Name of the Sponsoring Authority:		
	4. Please give the following information about the college:		
	a) Date of establishment		
	b) Date of getting Provisional Affiliation and order No:		
	c) Date of introduction of general/Honours courses since the time of establishment of the college:		
	<u>Subjects</u>	<u>Date of introduction</u>	
	<u>B. ACADEMIC DETAILS</u>		
	1. Students enrolment during the last 5(five) years:		
	<u>Year</u>	<u>No. of students enrolled</u>	
		<u>General</u>	<u>Honours courses</u>
		1st Yr 2nd Yr 3rd Yr	1st Yr 2nd Yr 3rd Yr
	2. University Examination results for the last 5(five) years.		
	<u>Year</u>	<u>Percentage of pass at Degree Examination</u>	<u>Division</u>
		<u>General</u>	<u>Honours</u>
		1st Yr 2nd Yr 3rd Yr	1st Yr 2nd Yr 3rd Yr
	3. ACADEMIC DISTINCTION ACHIEVED		
	year	Number of distinctions	
	4. Please furnish details, if any, on:		
	(a) Strike(s) in the college during the last 5(five) years		
	(b) Disciplinary cases(Examination etc) during the last 5(five) years.		

NEHU NOTES

*Scanned by Vikram's MULTIMEDIA (Pune)*

Clause

Existing

Proposed

Remarks

5. Has the college implemented all the recommendations of the University on affiliation matters?

C. PHYSICAL FACILITIES

1. Extent of land available
2. Details of Hostels, if any:
3. Details of rooms:

<u>Room</u>	<u>Number</u>	<u>Size</u>
-------------	---------------	-------------

4. Please furnish a detailed statement of your laboratories equipment. (Enclose subject-wise list)

NO CHANGE

D. FINANCIAL POSITION

1. Do you have a fixed deposit in favour of the college? If yes, please furnish the following information:

<u>Name of the Bank</u>	<u>Pass Book Account No.</u>	<u>Amount</u>
-------------------------	------------------------------	---------------

(Certificate from the Bank to this effect is to be attached)

2. Income and expenditure during the last 5(five) years:

<u>Year</u>	<u>Income</u>	<u>Expenditure</u>
-------------	---------------	--------------------

3. What are your sources of income and heads of expenditure?

<u>Source of income</u>	<u>Heads of the expenditure</u>
-------------------------	---------------------------------

D. LIBRARY

1. Whether there is a separate library.
2. Please furnish the name and qualification of your college Librarian.

<u>Name</u>	<u>Qualification</u>
-------------	----------------------

3. Do you have reading room(s)?

4. Details of books and journals available(subject-wise)

<u>Subjects</u>	<u>No. of books</u>	<u>No. of journals</u>
-----------------	---------------------	------------------------

NEHU NOTES

Will be published if you will  
Scanned by Vikram

VIKRAM

Clause

Existing

Proposed

Remarks

E. DETAILS OF STAFF

1. Please furnish a statement showing the name of the Principal and teachers, their educational qualifications with division and percentage of marks beginning with high school stage, teaching experience and subjects taught, specialization, publications, NET and Research Degree etc. and date of joining.

2. Designation No. of posts

3. Are there any sanctioned posts (Both teaching and non teaching) for which persons are yet to be appointed? If yes, please furnish the sanction order from the appropriate authority:

Subjects No. of sanctioned post

F. SELF EVALUATION

Please give evaluation on the following items:

- (a) Present academic standard:
- (b) Resources—Physical and financial
- (c) Achievement towards aims and objectives:
- (d) Points of strength and weakness:
- (e) Problems and their solution:
- (f) Future Priorities:
- (g) Co-curricular activities
- (h) Any other \_\_\_\_\_

Date:

Signature of the Applicant

Place

- NOTE: (1) Documentary evidence is to be supplied wherever required:  
 (2) The University has laid down certain essential conditions to be fulfilled by the college authority for grant of permanent affiliation. The college authority should make sure to follow such conditions in submitting the project report.  
 (3) The Report along with all relevant documents is to be submitted in ten copies.

Sl.No

Clauses

PROFORMA FOR INSPECTION REPORT FOR PROVISIONAL/RENEWAL OF AFFILIATION

Existing  
Inspection Team Report for (to be submitted to the University in duplicate)

Proposed

Remarks

1. Name of the College \_\_\_\_\_
2. Its sponsoring Authority \_\_\_\_\_
3. The level status of the college (whether college is a registered body under Societies Registration Act.

1. Name of the College \_\_\_\_\_
2. Its sponsoring Authority \_\_\_\_\_
- 3(i) Registration No.  
(ii) The level status of the college (whether college is a registered body under societies Registration Act) (copy of Registration to be enclosed)

4. Whether the college is having a Governing Body duly constituted for the purpose. attached a copy of the constitution)
5. Any special features of the Governing Body/Constitution which deserve special attention for the grant of affiliation

4. Whether the college is having a Governing Body duly constituted for the purpose. (Enclose a list of G.B.Members) attached a copy of the constitution
5. NO CHANGE

Physical and Financial Resources

Physical and Financial Resources.

6. Whether the college is already located at its own site? Yes/No :

6. Whether the college is already located at its own site Yes/No.

- i. Area of the site
- ii. Build in area (copy of site plan to be enclosed)

(a) If not, whether the college has already acquired land?

(a) If not, whether the college has already acquired land?

- i. Give total area
- ii. Registration No. \_\_\_\_\_ dt. \_\_\_\_\_

(b) Give below a brief report on the suitability of the site and plan after inspection

(b) NO CHANGE

NEHU NOTES

Sl. No. Clauses	Existing	Proposed	Remarks
7.	The college is seeking affiliation for offering courses in :	7.	NO CHANGE
	Degree General Courses/Honours Courses		
8.	Students seeking Admission	8. Students seeking Admission:	
	General	General	
	Honours	Honours	
	1. B.A.	1. B.A.	
	2. B.Sc.	2. B.Sc.	
	3. B.Com	3. B.Com	
		4. LL.B.	
		5. Any other course	
9.	Whether the college has adequate number of titles of books and journals for the courses of study mentioned at para above?	9. Whether the college has adequate number of titles of books and journals for the courses of study mentioned at para above?	(Enclose a list of subjectwise titles).
10.	Facilities for classroom, reading room etc. Give details	10. Facilities for classroom, reading room etc. Give details.	
	(a) Reading room No. Size..... Adequate/Inadequate		
	(b) Classrooms No.... Adequate/Inadequate		
	(c) Students' Commonroom No..(for boys/girls)	(a) to (g) No Change	
	(d) Principal's room	(h) General utility	
	(e) Teachers' Commonroom	i. Teachers	
	(f) Vice-Principal's room	ii. Boys	
	(g) Library Size... Adequate/Inadequate	iii. Girls	
11.	Whether the college has adequate equipment/laboratory facilities for practical classes?	11. Whether the college has adequate equipment/laboratory facilities for practical classes?	A list of equipment to be enclosed.

NEHU NOTES

Sl.No.  
Clauses

Existing

Proposed

Remarks

12. Details of teachers							12. Details of teachers including the Principal									
1	2	3	4	5	6	7	(a) Principal:									
Name	Lecturer specialisation	Division/Grade	% of marks	Date of joining	Re-search degree	Publication	Name	Age	Qualification	Is he a regular Principal						
							(Date of Birth)				Yes/No.					
							(b)									
							1	2	3	4	5	6	7	8		
							Name	Age	Lecturer specialisation	Division	% of marks	Date of joining	Research degree	Publication		

Note: Enclose copies of appointment letters of teachers & the Principal.

- |   |   |
|---|---|
| <p>13. Whether the college has adequate No. of qualified teachers as per the University regulation in the subjects for which affiliation is sought?</p>   | <p>13. Whether the college has adequate no. of <b>qualified</b> teachers as per the University regulation in the subjects for which affiliation is sought?</p> <p>1. No. of regular teachers (subjectwise)</p> <p>2. No. of temporary teachers (subjectwise)</p>                  |
| <p>14. Whether the college is maintaining a fixed term deposit in any bank? Yes/No.</p> <p>If yes, the Fixed Deposit Certificate No. _____ dated _____</p> <p>For Rs. _____</p> <p>in the Bank _____</p> <p>(mention the name of the Bank and Branch)</p> | <p>14. Whether the college is maintaining a fixed term deposit in any bank in the name of the college/institution? Yes/No.</p> <p>If yes, the Fixed Deposit Certificate No. _____ dated _____</p> <p>For Rs. _____</p> <p>in the Bank _____</p> <p>(Enclose copy of the FDR).</p> |

Sl.No.  
Clauses

Existing

Proposed

Remarks

15. Any other observation(s)

15. Any other observation(s)

16. Recommendations:

16. The Convener of the Inspection Team should obtain and enclose a certificate from the competent college authority (Principal or Chairman of the G.B.) that the information provided by them about the college/institution is correct.

17. Recommendations:

Notes:

(A) If conditional recommendation is made kindly specify the conditions and the period by which the same are expected to be fulfilled by the college for the Provisional/Extension of Affiliation.

(A) If conditional recommendation is made kindly specify the conditions and the period by which the same should be fulfilled by the college for the Provisional/Extension of Affiliation. The college authority should inform the College Development Council about fulfilment of the conditions within the stipulated time/period.

(B) If provisional affiliation is recommended upto a certain period only, this may be mentioned.

(B) If provisional affiliation is recommended upto a certain period, the same may be specified with conditions if any.

Signature of the members  
of the Inspection Team

Signature of the Members  
of the Inspection Team with date.

Sl. No.  
Clauses

PROFORMA FOR  
INSPECTION  
REPORT FOR  
NEW COURSE/  
UPGRADATION

- | <u>Existing</u>  | <u>Proposed</u> |
|--|-----------------|
| 1. Name of the College   | No change       |
| 2. Year of affiliation and corresponding University Notification No: | No change       |
| 3.(a) Permission sought to introduce general Course in :             | No change       |
| (b) Permission sought to introduce Honours course in:                |                 |
| 4. Admission (for last three years)                                  | No change       |

Year	I.A.			B.Sc.			B.Com		
	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd

- |  |           |
|--|-----------|
| 5. Result of University examination during the last three years: | No change |
|--|-----------|

Examination	Year	Percentage of pass

- |  |           |
|--|-----------|
| 6. In case the college is seeking permission for Honours in a subject(s) for which it has already a General Course(s), please give below the No. of students admitted in the last three years and their results for those years in the SUBJECT in which college has applied for Honours. | No change |
|--|-----------|

Subject	Year	No. of students appeared	% success

- |  |           |
|--|-----------|
| 7. Fund  | No change |
| (a) Whether the college is having a Reserve Fund in long term Fixed Deposit? |           |
| If yes, the details thereof:   |           |
| (b) Present working Fund:  |           |

Remarks

1. One room for the Principal
2. One room for the Vice-Principal
3. One room for the College Office
4. For staff common room
5. Common room for Boys and Girls
6. Library with reading room
7. Class room(s)

Sl. No.  
Clauses

Existing

Proposed

Remarks

8. Qualification/Specialisation of the Teaching Staff

No change

Sl. Name and No. Designation	Date of joining	Post Graduate qualification	NET/Res- search Degree if any	Publi- cation	Div. Grade	% of marks
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Note: Attach extra sheets if necessary

9. Land and Site

No change

(a) Whether the college is having permanent building on its own land?

(b) Area of the College Campus

Adequate/Inadequate

(c) Accommodation (Give size)

1. One room for the Principal
2. One room for the Vice-Principal
3. One room for the College Office
4. For staff common room
5. Common room for Boys and Girls
6. Library with reading room
7. Class room(s)

Sl. No.  
Clauses

Existing

Proposed

Remarks

- |   |  |           |
|---|--|-----------|
| 10. Workload of Teachers:                           |  |           |
| 11. Library Books:                                  |  | No Change |
| (a) Total Volumes<br>Subjectwise break-up           |  |           |
| (b) Whether the College has a trained Librarian?    |  | No Change |
| 12. Laboratory facilities                           |  |           |
| (a) Whether accommodation is adequate or not?       |  | No change |
| (b) No. of shifts the students do their practicals: |  |           |
| (c) Details of equipments                           |  |           |
| 13. When was the last Governing Body meeting?       |  | No change |
| 14. Any other relevant information(s)/point(s)?     |  |           |

#### RECOMMENDATIONS

Please make your recommendation without any ambiguity. In case you suggest conditional affiliation for a particular period, please mention the academic year specifically. Please also mention the conditions, if any to be fulfilled if upgradation is to be considered.

Signature of the member of  
the Inspection Team.

- v) Nomination of more Principals Representatives in the Academic Council.

On the above subject it may be appraised that as of now Statute 14(1) (ix) provides representations of four Principals (3 from the State of Meghalaya and 1 from Mizoram) on the Academic Council.

But, with the growing number of Colleges in the above States, the need for nominating more Principals Representatives in the Academic Council has been felt among the Principals of the Colleges so as to enable the Council to address various issues concerning collegiate education in a fitting manner.

The above issue was discussed by the delegation of the Meghalaya College Principal' Council with the Vice-Chancellor, NEHU at his Office Chamber on 5.5.2000, the relevant excerpt from the proceeding of the said meeting is placed as Annexure-'A'.

The matter is placed before the Council for consideration.

S. 115(2) ✓

Annexure-'A'

Excerpt from the proceeding of the meeting held on May, 5 2000 between the Delegation of the Meghalaya College Principals' Council & the Vice-Chancellor at his Office Chamber.

Fr. Mavelly than drew the attention of the Vice-Chancellor to the fact that the Council feels it as necessity to increase the representative strength of Principals in the Academic Council of the University to enable the Academic Council to address various issues concerning collgiate education in a fitting manner. The Vice-Chancellor welcomed the idea and asked Mr. J. Khongwir, DR, Conference to join in the discussion for providing the meeting with technical matters involving the issue. Mr. Khongwir informed that increasing the number of Principals' Representatives in the Academic Council would involve amendment of Statues of the University and that the entire matter would have to be processed through the Academic Council, the Executive Council of the University and the Ministry of HRD. Vice-Chancellor then informed the delegation that he is convinced about the need for increasing the representation of Principals in the Academic Council and assured the members that t he would take necessary steps in this regard.

.....

vi) Regulation for Permanent Affiliation of affiliated Colleges.

The Council vide Resolution No:AC:57:98:5:7(iii) has appointed a Committee to frame the Regulation for permanent Affiliation of affiliated Colleges.

The recommendation of the said Committee is placed as Annexure - 'A'

The matter is placed before the Council

for consideration.

SG)

John S. Khosla  
Convener

SK Mehta  
Chairman

REPORT OF THE COMMITTEE APPOINTED BY THE ACADEMIC COUNCIL VIDE RESOLUTION NO:AC:57:98:5:7:(iii) TO FRAME THE REGULATION FOR PERMANENT AFFILIATION OF AFFILIATED COLLEGES.

The Committee discussed the matter at length and resolved to recommend the following Regulations:

Regulation on Permanent Affiliation:

1. Any College desirous of permanent affiliation shall apply for the same in the proforma prescribed for the purpose, subject to the following conditions:
2. A College may be eligible for permanent affiliation after ten years of its unconditional affiliation to the University as a degree college.
3. A College shall be inspected by an Inspection Team to be appointed as per the Ordinance which shall submit its report to the Affiliation Committee for consideration by the Academic Council and approval by the Executive Council.
4. Notwithstanding anything other terms and conditions for affiliation shall be as laid down in the Act, Statutes and Ordinances of the University.

Sd/-  
SK Mishra  
Chairman

Sd/-  
John MS Khongwir  
Convener

.....

(v) Syllabus for B Com (General and Major) and B Com (Vocational)

The Board of Under-Graduate Studies in Commerce in its meeting held on 17th May'2000, vide its Minutes as Annexure 'A' has recommended the syllabi for B Com (General and Major) and B Com(Vocational) which are placed herewith as Annexure 'B' & 'C'

Further, the Board has also recommended for consideration by the Council the need to in-corporate modification in NEHU Regulation (RB-2) under Ordinance OB-6 in respect of minimum staffing requirement for the purpose of granting affiliation to the Under-Graduate Colleges and proposed that the minimum number of teachers required to start B Com pass or Major course is to be determined proportionately taking into cognizance the nature and course structure of the programme.

The matter is placed before the Council for consideration.

SG/1/6/00)

Minutes of the 4th BUGS (Commerce) Meeting held on 17th May, 2000.

The 4th meeting of the BUGS (COMMERCE) was called on 4th May 2000 but due to lack of quorum the meeting was adjourned to 17.5.2000. The meeting was held on 17.5.2000 at 11.00 a.m. in the department of Commerce, NEHU, Nongthymmai Complex, Shillong.

## Members present

1. Dr. N.M. Panda	Chairman
2. Dr. N.C. Bhorali	Member
3. Ms. Y. Satya	Member
4. Mr. A. Khanduri	Member

## Transactions:

1. The minutes of the 3rd meeting of the BUGS held on 26.3.1998 was confirmed by the members.

2. The proposed Syllabus for B.Com(Pass) and(Major) Programme was approved and recommended for consideration of approval in the forthcoming meeting of the Academic Council and incorporation of necessary modification in the relevant Ordinance and Regulation of the University. It was further recommended for consideration of approval by the AC that a student opting for B.Com(major) shall be entitled to a degree "B.Com Major(The name of the optional Group opted)."

3. The Syllabus for the B.Com(vocational) Programme along with the regulation was approved and recommended for consideration of approval in the forthcoming meeting of the Academic Council of the University.

4. The members resolved to recommend for consideration by Academic Council the need to incorporate modification in NEHU Regulation(RB.2) under Ordinance OB-6 in respect of minimum staffing requirement for the purpose of granting affiliation to the under graduate colleges. The members resolved to bring to the notice of the Academic Council that the minimum number of teachers required to start B.Com pass or Major course is to be determined proportionately taking into cognizance the nature and course structure of the programme.

5. The panel of paper setters and moderators for UG (Commerce) Examination for the Year 2001-2002 was approved.

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The meeting ended with a thanks from the Chair.

**COURSE STRUCTURE AND DISTRIBUTION OF MARKS FOR BACHELOR  
OF COMMERCE ( GENERAL)**

<u>Subject</u>	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>
English	100	100	-
Man & Environment.	-	-	100
MIL		100	
Elective -I	100	100	100
Elective-II	100	100	100
Elective-III	100	100	100
Elective-IV	-	-	100
<b>TOTAL</b>	<b>400</b>	<b>500</b>	<b>500</b>
<b><u>GRAND TOTAL</u></b>		<b><u>1400</u></b>	

**THE COURSE STRUCTURE AND THE DISTRIBUTION OF MARKS FOR THE  
B.COM ( MAJOR).**

<u>Subject</u>	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>
English	100	100	
Man & Env.			100
Elective -I	100	100	100
Elective-II	100	100	100
Elective-III	100	100	100
Elective-IV			100
Major (Elective-I)	100	100	100
Major (Elective-II)		100	100
<b>TOTAL</b>	<b>500</b>	<b>600</b>	<b>700</b>
<b>GRAND TOTAL</b>		<b>1800</b>	

**COURSE STRUCTURE FOR B.COM GENERAL AND MAJOR**

<b><u>1st Year</u></b>	<b><u>2nd Year</u></b>	<b><u>3rd year</u></b>
1. English	1. English	1. Man & Environment
2. Financial Accounting-I	2. MIL	2. Cost Accounting & Income Tax
3. Business Economics	3. Financial Accounting-II	3. Auditing
4. Business Organisation & Management	4. Business Environment	4. Banking Theory Practice
	5. Business Statistics	5. Business Law

**MAJOR PAPERS**

1. Business Mathematics & Computers	2. Indian Financial System	4. Optional
	3. Public Finance	5. Optional

Optional Groups: ( Only one group to be opted)

I. Accounting Group	1. Advanced Financial Accounting 2. Advanced Cost Accounting OR Income Tax
II. Marketing Management Group	1. Advertising Management 2. Sales Management
III. Computer Applications in Business	1. Computer Applications - I 2. Computer Applications -II
IV. Economics	1. Macro Economics 2. Monetary Economics.

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Each paper carries 100 Marks

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## FINANCIAL ACCOUNTING - I

**Objective:** The objective of this course is to provide knowledge of accounting principles and their application in different business situations.

### UNIT - I : INTRODUCTION

Accounting : A Financial Information System, Inputs and Outputs of the Accounting System, Generally Accepted Accounting Principles, Conventions and Postulates, the Accounting Equation, Mechanised System of Accounting.

### UNIT - II : BUSINESS INCOME, FINAL ACCOUNTS, DEPRECIATION AND RESERVES

- a) Business Income : Measurement, Accounting Concept of Income, Analysis of Changes in Income.
- b) Final Accounts and Statements : Construction of Manufacturing, Trading, Profit and Loss Accounts and Balance Sheet of Sole and Partnership Concerns.
- c) Depreciation and Reserves : Accounting for Depreciation, Reserves Provision and Funds.

### UNIT - III : SINGLE ENTRY SYSTEM AND NON-TRADING CONCERNS

- a) Single Entry System of book Keeping- Conversion to Double Entry System.
- b) Accounts of Non-Trading Concerns.

### UNIT - IV : PARTNERSHIP ACCOUNTS AND INSOLVENCY

- a) Accounting Problems Related to Admission, Retirement, Death of A partner, Dissolution and Amalgamation of Firms.
- b) Insolvency of Individuals and Firms.

### UNIT - V : COMPANY ACCOUNTS

Final Accounts, Issue, Forfeiture and Reissue of Forfeited Shares, Bonus Shares, Issue and Redemption of Debentures, Acquisition of Sole Proprietorship and Partnership Firm by a Company.

### BOOKS RECOMMENDED

1. S.P. Jain and K.L. Narang : Advanced Accountancy, Kalyani Publication.
2. M.C. Shukla and T.S. Grewal : Advanced Accounts, S. Chand, New Delhi
3. Maheswari and Maheswari : Accountancy, Part I & II
4. R.L Gupta and Radhaswami : Advanced Accountancy, S. Chand New Delhi.
5. H.K. Chakraborty: Advanced Accountancy, Oxford University Press, Calcutta.

**BUSINESS ECONOMICS**

**Objective :** To impart the knowledge of economic concepts relevant to business.

**UNIT - I : INTRODUCTION**

Definition, Scope and Role of Business Economics. Relation of Business Economics with other Allied Subjects.

**UNIT -II : THEORY OF CONSUMER'S BEHAVIOUR**

- a) Price Elasticity - Its Concept and Measurement, Consumer's Equilibrium in Terms of Marginal Utility Analysis of Demand. Derivation of Demand Curve. Limitations of Marginal Utility Analysis of Demand.
- b) Indifference Curve Analysis of Demand - Consumer's Equilibrium in Terms of Indifference Curve Technique, Price Effect, Income Effect, Substitution Effect. Decomposition of Price Effect into Income Effect and Substitution Effect. Properties of Indifference Curves. Superiority of Indifference Curve Analysis over Marginal Utility Analysis of Demand. Demand Distinction. Demand Forecasting.

**UNIT - III : THEORY OF FIRM**

- (a) Revenue Analysis - Concepts of TR, AR and MR. Relation of AR and MR under Different Market Structures.
- (b) Cost Analysis - Economic Cost, Opportunity Cost, Fixed and Variable Costs. Concepts of TC, AC and MC. Relation of AC with MC. Derivation of Short - run AC Curve and Reasons for its U Shape. Nature of the long run AC Curve. Linear Programming. General Conditions for a Firm's Equilibrium.

**UNIT-IV : THEORY OF PRODUCT PRICING**

Price Determination under Perfect competition, Short - run and Long - run Equilibrium of Firm and Industry a under Perfect Competition, Monopoly - Equilibrium,. Price Discrimination, Monopolistic Competition, Oligopoly.

**UNIT - V : THEORY OF FACTOR PRICING AND INTERNATIONAL TRADE**

Marginal Productivity Theory of Distribution. Theories of Wages, Rent, Interest and Profit. International Trade- Why Nations Trade Distinction between International; & Domestic Trade , Concepts of Absolute and Comparative Advantages.

**BOOKS RECOMMENDED**

1. V.G. Mamkar : Business Economics Himalaya Pub. House.
2. M.V. Pylee : Managerial Economics, S. Chand and company.
3. M.L. Seth, : Micro Economics, Lakshmi Narayan Agarwal.

## BUSINESS ORGANISATION AND MANAGEMENT

**Objectives :** To acquaint students with the Fundamentals of Business Organisation and Management as a body of knowledge.

### UNIT - I : NATURE AND FORMS OF BUSINESS

Nature of business : Nature and Scope of Business - Objective - Social Responsibility: Forms of Business Organisation : Objective and Distinctive Features of different Forms of Business Organisation - Sole Proprietorship, Partnership, Company, Co-operative and public Enterprise. Theories of Location - Factors Affecting Location - Scale of Operation.

### UNIT -II : MAIN ISSUES OF BUSINESS ORGANISATION

Stock Exchanges and their Working in India- Rationalisation of Business Combinations - organisation of Import and Export Trade in Liberalised India. Wholesaler, Retailers, Departmental Stores, Super markets.

### UNIT-III: NATURE OF MANAGEMENT

Meaning and Evolution of Management - Various approaches to Management - Scientific, Administrative, Contingent etc., Functions of Management, Management Styles and trends in India.

### UNIT-IV : MANAGEMENT FUNCTION (1)

Planning Function-nature and types, Steps in planning, Organising elements and process, Types of organisations, Centralisation and Decentralisation.

### UNIT -V : MANAGEMENT FUNCTION (II)

Staffing- meaning and importance, Direction-nature and principles, Communication- types and importance, Motivation- meaning and theories, Leadership- meaning and types, Controlling - nature process and techniques.

### BOOKS RECOMMENDED

1. S.A. Sherlekar : Modern Business Organisation and Management, Himalaya, Bombay,
2. M. C. Shukla : Modern Business Organisation, S., Chand, New Delhi,.
3. J. Prakash : Business Organisation and Management, Chaitanya Pub. Allahabad,.
4. J.L. Massie : Essential of Management , Prentice Hall of India, New Delhi.
5. Koontz and O'Donnel : Essentials of Management , Tata McGraw Hill, Calcutta.

## FINANCIAL ACCOUNTING - II

**Objective:** The objective of this course is to provide knowledge and develop skills in the preparation of accounts of companies and specialised entities.

### UNIT - I : COMPANY ACCOUNTS(1)

Profit Prior to Incorporation, Disposition of Profits, Amalgamation, absorption and Reconstruction of Companies, Alteration and Reduction of Capital.

### UNIT -II : COMPANY ACCOUNTS (2)

Accounts of Holding Companies - Legal Provisions, Preparation of Consolidated Profit and Loss A/C and balance Sheet with one Subsidiary.

### UNIT -III : FUND FLOW STATEMENT AND CASH FLOW STATEMENT

Funds flow statement-meaning, uses, significance, importance and its preparation.  
Cash flow statement-meaning, uses, significance, importance and its preparation.

### UNIT -IV : SPECIALISED ACCOUNTING

Hire - Purchase and Installment - Purchase System, Royalty Accounts.

### UNIT - V : FINANCIAL STATEMENT ANALYSIS

Meaning, Definition, Importance of Financial Statements, Analysis and Interpretation of Financial Statements, Major User Groups, Financial Ratios - Various Types, Their Calculation and Interpretation.

### BOOKS RECOMMENDED

1. S.P. Jain and K. L. Narang : Advanced Accountancy, Kalyani Publication.
2. M.C. Shukla and T.S. Grewal : Advanced Accounts, S. Chand, New Delhi.
3. Maheswari and Maheswari : Accountancy, part I and II.
4. R.L. Gupta and Radhaswami : Advanced Accountancy, S. Chand, New Delhi.
5. H.K. Chakraborty : Advanced Accountancy, Oxford University Press, Calcutta.

## BUSINESS ENVIRONMENT

**Objective:** The objective of this course is to provide a general understanding of the various aspects of business environment of the country.

### UNIT - I : INTRODUCTION

Concept and significance of business environment; Industrial policy and licensing policy; Role of Public and private sector; Basic Features of Indian Planning.

### UNIT-II : RESOURCES

a) Human Resources : Size, composition and growth rate of population; Problems and policies relating to population in India.

b) Natural Resources : A brief study of land, minerals, water, power and fisheries resources of India and their significance in the process of economic development. Afforestation and maintenance of ecological balance and control of pollution.

### UNIT - III : AGRICULTURE

Place of agriculture in Indian economy; Principal crops and growth rates in agriculture. Green and White revolutions, Main problems. Role of cooperative movement in rural life of India.

### UNIT - IV : INDUSTRIES

a) Principal Industries : A brief study of present position, recent development, problems and future prospects of iron and steel, Cotton textile, cement, sugar; jute and fertilizer industries of India; Government policy.

b) Small Scale and Cottage Industries - Definition, Policies, Role, Problems and Prospects in India.

### UNIT-V : FOREIGN TRADE AND TRANSPORT

a) Foreign Trade - Recent trends, structure and direction of foreign trade of Indian Tariff Policy;

b) Transport - Its significance in economic development; Principal modes of transport - railway, road, air and shipping.

### BOOKS RECOMMENDED

1. Agarwal, A.N. : Indian Economy (Delhi, Vikas Publishing House).
2. Cherunilam Francis : Business Environment ( Delhi, Himalaya Publishing House).
3. Datta & Sundaram : Indian Economy ( Delhi, S. Chand).
4. M. Adhikary : Economic Environment of Business ( S. Chand and Sons, New Delhi).
5. P.K. Ghosh : Business and Government ( Sultan Chand and Sons, New Delhi).

**BUSINESS STATISTICS**

**Objective:** To acquaint students with the techniques of statistical measures and analysis.

**UNIT - I : INTRODUCTION**

Meaning, Scope and Limitation of Statistics, Relationship with other Subjects, Types of data, Collection and Editing of Data, Diagrammatic and Graphic Representation of Data Statistical Units and Errors, Concepts of Probability (Simple application of addition and multiplication theorem) and Sampling (nature and types).

**UNIT - II ; STATISTICAL MEASURES**

- a) Measures of Central Tendency - Mean, Median, Mode, Geometric Mean and Harmonic Mean.
- b) Measures of Variation - Range, Inter Quartile range, Mean Deviation, Standard Deviation and Quartile Deviations, Skewness, Moments and Kurtosis.

**UNIT - III : INDEX NUMBERS AND INTERPOLATION**

- a) Index Number - Concept and Uses, Construction of Various Types of Index Number.
- b) Interpolation and Extrapolation - Meaning, Methods ( Graphic, Binomial Expansion, Newton's, Lagrange) and Limitations.

**UNIT - IV : CORRELATION**

Simple Correlation - Carl Pearson's Coefficient of Correlation, Rank Correlation, Correlation Between Time Oscillations of Two Series.

**UNIT - V : TIME SERIES ANALYSIS**

Time Series Analysis : Meaning and importance, Trends and Its Measurement, Short Term Oscillations, Seasonal Variations, Regular and Irregular Fluctuations.

**BOOKS RECOMMENDED**

1. Gupta, B.N. : Statistics, Sahitya Bhavan, Agra.
2. Gupta, S.P. : Fundamentals of Statistics, Bombay, Himalaya Publishing House.
3. Gupta, C.B. : Introduction to Statistical Method, Delhi, Vikas Publishing House.
4. Elhance, D.N. : Fundamentals of Statistics, Allahabad, Kitab Maha.
5. Das, N.B.: Practical Statistics, A.K. Mukherjee.

## COST ACCOUNTING AND INCOME TAX

**Objective :** To acquaint the students with the basic concepts, tools and techniques used in Cost Accountancy and Income Tax.

### UNIT - I : INTRODUCTION

Meaning, Scope and Importance of Cost Accounting - Distinction Between Cost, Financial and Management Accounting - Cost Classifications, Preparation of Cost Sheet.

### UNIT - II : ACCOUNTING FOR MATERIAL AND LABOUR COST

Material Control - Purchase - Store Keeping and Issue Control - Material valuation - Material Losses - Material Accounting, Labour Cost : Computation and Control - Remuneration and Incentives.

### UNIT - III ; DIRECT EXPENSES AND OVERHEAD

Nature of Direct Expenses - Direct Expenses, Overhead - Nature, Classification, Collection, Allocation, Apportionment and Absorption - Absorption Rates and their Relative Merits - Analysis and Control of Overhead.

### UNIT - IV : METHODS OF COSTING

Job Costing - Batch Costing - Contract Costing - Process Costing (without byproduct and Joint product) - Unit Costing - Output and Operation Costing.

### UNIT - V : INCOME TAX

Income Tax Basic Terms - Sources of Income - Exemptions and Deduction - Computation of Taxable Income in case of Individuals (Salaries only).

### BOOKS RECOMMENDED

1. S.P. Jain and K. L. Narang : Cost Accounting, Kalyani Pub. Ludhiana
2. Bhabotosh Banerjee : Cost Accounting, World Press, Calcutta,
3. N. K. Prasad : Cost Accounting, Academic Press, Calcutta.
4. Nigam and Sharma : Cost Accounting- Principles and Applications, Himalaya Pub.
5. Bhagwati Prasad : Income Tax-Law and Practice, Navman, Aligarh.
6. Gaur and Narang : Income Tax-Law & Practice, Kalyani, Ludhiana.

## AUDITING

**Objective :** To impart knowledge of the Principles, Methods, and Techniques of Auditing and their Application.

### UNIT - I : INTRODUCTION

Meaning of Audit - Difference between Book Keeping, Accounting and Auditing - Qualifications of an Auditor - Objects of an Audit - Advantages of an Audit, Various Types of Audit.

### UNIT -II: AUDIT PROCESS AND PROCEDURES (I)

Internal Check and Control - Audit Programme - Vouching of Cash Transactions, Trading Translators, and Impersonal Ledger.

### UNIT - III: AUDIT PROCESS AND PROCEDURES

Verification and Valuation of Assets and Liabilities - Depreciation - Reserves.

### UNIT -IV: AUDIT OF LIMITED COMPANIES AND PUBLIC UNDERTAKINGS

A detailed examination of Auditing of Limited Companies and Public Undertakings.

### UNIT - V : OTHER TOPICS

Investigation - Liabilities of an Auditor - Professional Conduct and Ethics - Auditor's Report: Standard and Qualified Report, Statutory Report.

### BOOKS RECOMMENDED

1. Jagadish Prakash : Auditing - Principles and Practice, Kalyani Pu. Ludhiana.
2. Kamal Gupta : Contemporary Auditing, Tata McGraw Hill, Delhi.
3. B.N. Tondon: Auditing, S. Chand, New Delhi.
4. R.G. Saxena : Principles of Auditing, Himalaya Publication.

## BANKING THEORY AND PRACTICE

**Objective :** The objective of the course is to impart knowledge to the students with basic concepts and principles of Commercial Banks and their Operation in India.

### UNIT - I : NATURE OF COMMERCIAL BANKS

Definition of Banking - Functions of a Commercial Bank - Types of Banks - Balance Sheet of a Commercial Bank - Investment Policy of a Bank - Theory of Banker's Creation of Credit - Unit Banking Vs. Branch Banking. Commercial Banks in India - Social Control - Nationalisation - Commercial Banks after Liberalisation - Current Problems.

### UNIT - II : CENTRAL BANKING

Functions - Quantitative and Qualitative Credit Control - Reserve Bank of India and Its Working.

### UNIT - III : LAW AND PRACTICE OF BANKING (1)

Relation Between Banker and Customer, Definition of Banker and Customer - General Relationship - Special Features of the Relationship, Improving Customer Relationship, Types of Accounts: Current Account - Savings Account - Fixed Deposit Account - Recurring Deposit Account, Ancillary Services-Credit Cards-Travelers Cheque- Gift Cheque-Bank Draft Services. Types of Securities for Bank Advances: Immovable Property- Goods- Documents of Titles to the Goods-Life Insurance Policy- FD receipt: Their Advantages, Risk and Precaution(excluding Modes of Charging).

### UNIT - IV : LAW AND PRACTICE OF BANKING (2)

Special Types of Customers, Minors - Lunatics - Drunkards - Married Women - Joint Accounts, Partnership, Institutions and Associations. Negotiable instruments - Cheque - Definition - Bill of Exchange, Promissory note - and Cheque - Features of a Cheque Form - Date - Payee - Rights and Duties of the Payee - Amount - Signature - Delivery - Material Alteration - Crossing of Cheques - Endorsement of Cheque.

### UNIT - V : LAW AND PRACTICE OF BANKING (3)

Payment and Collection of Cheques, Rights and Duties of and protection to the Paying and Collecting Bankers, Clearing House Operation, Fraud and its Prevention.

### *BOOKS RECOMMENDED*

1. R.C. Shekhar : Banking Theory and practice, Vikash Publishing House.
2. K. Chatterjee : Management Techniques of Banking, Himalaya, Bombay.
3. Radhaswami Basudeven : Banking Law Practice and Theory, S. Chand, Delhi.
4. B.M.L. Nigam : Banking Law and Practice, Konark Pub, New Delhi.

## BUSINESS LAWS

Objective :To impart basic knowledge of important laws applicable to business, trade and industry.

### UNIT-I : THE LAW OF CONTRACT

Agreement and Contract, Void and Voidable Contracts, Capacity of parties, Free Consent, Legality of Object and consideration, Performance and Discharge of Contracts, Indemnity and Guarantee, Bailment and Agency.

### UNIT-II:THE LAW RELATING TO SALE OF GOODS,CARRIAGE OF GOODS AND PARTNERSHIP

- a) The law Relating to Sale of Goods - Sale and Agreement to Sell, Conditions and Warrantees, Transfer of Property, Doctrine to Caviat Emptor, Auction Sale, unpaid Seller.
- b) The Law Relating to Carriage of Goods - Introduction, Carriage by Land, Carriage by Sea, Carriage by Air.
- c) The Partnership Act - Nature, test and Types of Partnership, Partnership Deed, Rights and Liabilities of Partnership, Registration, Dissolution.

### UNIT-III: THE LAW RELATING TO COMPANIES

Definition and Types of Companies, Promotion and Incorporation, Memorandum and Articles of Association and Prospectus, Shares and Debentures, Borrowing Powers, Directors, Meetings and Resolutions, Winding Up.

### UNIT-IV : THE LAW RELATING TO INDUSTRIES

Factories Act - Industrial Disputes Act - Minimum Wages Act - Workmen Compensation Act.

### UNIT-V : THE LAW RELATING TO ECONOMIC OFFENSES, CONSUMP. PROTECTION.

Consumer Protection Act, MRTP Act, FERA

### BOOKS RECOMMENDED

1. Chawla and Garg: Commercial Law, Kalyani, Ludhiana.
2. N.D. Kapoor : Commercial and Industrial Law, Sultan Chand.
3. Maheswari and Maheswari : Business Law. National Pub. House, New Delhi.
4. A.K. Sen and J.K. Mitra : Commercial Law, World Press.
5. Bare Acts.

## BUSINESS MATHEMATICS AND COMPUTER AWARENESS

**Objective:** The objective of this course is to develop basic mathematical skills and provide awareness of computer applications.

### SECTION - I (BUSINESS MATHEMATICS-60 MARKS)

#### UNIT - I : THEORY OF SETS AND ALGEBRA

- a) Set Theory - Definition, elements and types of Sets, Operations on Sets; Relations and Functions of sets.
- b) Algebra- Arithmetical Geometrical and Harmonic Progressions; Permutations and Combinations; Binomial Theorem; Logarithm;
- c) Metrics and Determinants.

#### UNIT-II : PLANE ANALYTIC GEOMETRY

Cartesian Coordinate System; Length of a line segment; Section Formulae (ratio). Gradient of a Straight Line; Equations of a Straight Line; Circle Parabola, Ellipse and Hyperbola (Standard forms only).

#### UNIT-III : CALCULUS

Number System - Natural Numbers, Integers, Rational and Irrational Numbers, Prime Numbers and Complex Numbers; Variables, Constants and Functions; Graphical Representation of Functions; Limits, Derivatives and Differentiation, Maxima and Minima and Integration (by substitution and part) of Algebraic Functions, Elementary Exponential Functions and Logarithm Functions (Trigonometric Functions Excluded).

### SECTION: II (COMPUTER AWARENESS -40 marks)

#### UNIT-IV : COMPUTER FUNDAMENTALS

- a) Basic Computer Organization : (Input unit, control unit, processing unit, memory unit and output unit with Diagram). Functions of each of the above unit. Definitions of Computer Hardware, Software and Firmware. Different types of software programs. Types of Computers as Super, Mainframe, Mini, Micro and Pcs.
- b) Input Unit : List of input units: Keyboard, Mouse, Track ball, Joystick, Light Pen, Touch Terminals, Audio Video input Devices, Scanner. Working principles of Mouse, Track Ball, joystick, Light Pen, Touch Terminals and Scanner.

c) Output Unit: Video Display Units, principle and working of VDU, Role of Display adapters, Principle of Color Monitors, Printers: Types of printers: Character and Line Printers; Impact and Non-impact printers; workings of Dot matrix, Inkjet, and Laser Printers. Use of Graphical Plotters and photographic outputs ( Microfilm, Microfiche).

d) Memory Unit: Classification of memory as Primary and Secondary. Definitions and examples for volatile and non- volatile memories. Definitions for RAM, DRAM, SDRAM and ROM, PROM, EPROM and EEPROM. Organization and workings of Floppy Disks (3 1/2"), Hard Disk, CDs DVDs and Magnetic Tapes.

e) Operating System Fundamentals: Role of OS. Basic explanation for different operation systems like DOS, Windows 9X-2000, Unix. Definitions of machine language, Assembly language; low-level language and High-level language. Advantages of High level language over low-level language. Role of Translator, Interpreter and Compiler. Data representation in computer: Binary and ASCII.

#### UNIT-V : COMPUTER APPLICATIONS

a) Introduction to Internet Technologies: Definitions for Computer Network, Server, Client, LAN, MAN and WAN. Definitions for Internet, WWW, Web Site, Web page, Browser. Different applications of Internet: (WWW, E-mail, E-Com, and Virtual Universities).

b) Computer Applications: Applications of Computers: Office Automation; DTP applications, Graphic applications (CAD, CAM), Scientific Applications (Meteorological, Weather Forecast.), Educational Applications; Commercial Applications (Banking, Stock Exchanges, Business Applications, Inventory Controls, Credit cards); Industrial and Engineering Applications, Applications in the fields of Health and Medicine, Ticket reservation, Defense and Military applications.

c) Computer Security and Piracy: Limitations of Computers, Security, Computer Virus, Types (Boot Sector, File Virus and System Area Virus), Examples for each of the above type. Potential Sources of Virus and Remedies; Definition of Virus Scanners with examples; Software Piracy.

#### BOOKS RECOMMENDED

1. Sancheti, D.C & Kapoor, V.K : Business Mathematics.
  2. Zameeruddin, Khanna & Bhambari: Business Mathematics (New Delhi, Vikash Pub)
  3. Draper & Klingman: Mathematical Analysis- Business and Economics Applications (New York, Harper and Row Pub.)
  4. Norton, Peter: Introduction to Computers (New Delhi, TMH Pvt. Company Ltd).
  5. Jain, V.K.: Information Technology (New Delhi, BPB Publications).
  6. Ram, B: Computer Fundamentals (New Delhi, Wiley Eastern Limited).
- Latest Computer magazines.

## INDIAN FINANCIAL SYSTEM

**Objective :** To introduce students to the organisation and functioning of various institutions in the Indian Financial System.

### UNIT - I : INTRODUCTION

An overview of Indian Financial System - Structure and Characteristics - Functions and Roles of Banking and Non-banking and Financial Corporation.

### UNIT - II : MONEY MARKET & CAPITAL MARKET

Money Market and Capital Market: Framework, Features, Functions, Instruments, Regulations and Control.

### UNIT - III : INSTITUTIONS-I

(a) Reserve Bank of India: Promotional, Supervisory and Regulatory Role in Financial System of India.

(b) Banking Institutions: Commercial Banks - Co-operative Banks - Lead Banks - Regional Rural Banks - NABARD: Functions, Significance and Contribution.

### UNIT - IV : INSTITUTIONS- II

Evolution and Growth of Development Banking - All India Financial Institution : IDBI - IFCI - ICICI - LIC - GICI - UTI - IRCI - E & I Bank of India - State Level Institutions : SFCs - SIDCs - Technical Consultancy Organisations.

### UNIT - V : INTER-NATIONAL MONETARY SYSTEM.

IMF, World Bank, OBRD and Affiliates - Problem of International Liquidity and Conditionalities.

### BOOKS RECOMMENDED

1. M.Y. Khan: Indian Financial System, Vikash publishing House, Delhi.
2. L.M. Bhole : Financial Markets and Institutions, Tata McGraw Hill, Delhi.
3. Ross Peter and F. Donald: Financial Institutions, Irwin Dorsey, Ontario.
4. B.M. Bhatia, New Issue Market of India, Vora Publication, Bombay.

## PUBLIC FINANCE

**Objective:** To impart knowledge of the concepts and theories of Public Finance and their application in India.

### UNIT-I : INTRODUCTION

Nature and Scope, Private and Public Finance, Public Finance and other Agencies, Theory of Public Finance, The Principle of Maximum Social Advantage.

### UNIT - II : BUDGET

Concepts -Incremental Budgeting, Performance Budgeting and Zero - Base Budgeting, Monitoring and Concurrent Evaluation, Budget Balancing, Preparation of a Budget - its Legislation and Execution, Budgetary Control in India.

### UNIT -III : PUBLIC REVENUES

Meaning and Classification, Source - Tax and Non-Tax Revenue, Canons and Basis of taxation, Kinds of taxes, Impact and Incidence of Taxes, Effects of Taxes, Taxable capacity, Tax Structure in India.

### UNIT-IV: PUBLIC EXPENDITURE AND PUBLIC DEBT

- a) Public Expenditure : Nature, Objectives and Classification, Canons of Public Expenditure, Effects of Expenditure, Public Expenditure in India.
- b) Public Debt: Meaning and Importance, Private and Public Debt, Classification, Sources, Effects, Repayment and Servicing of Public Debt in India, Limit of Public Debt, Debt Management Policy.

### UNIT -V : SPECIFIC ISSUES OF PUBLIC FINANCE IN INDIA

Union - State Financial Relations, Finance Commission, Local Finance, Deficit Financing, Taxation of Indian Agriculture.

### BOOKS RECOMMENDED

1. Mustrave & Musgrave L. : Public Finance in Theory and Practice, McGraw Hill.
2. Dalton : Public Finance.
3. Singh, S.K.: Public Finance in Develop and Developing Countries, Delhi, S. Chand.
4. Bhatia, H.L.: Public Finance, Delhi, Vikas Publishing House.
5. Bhargava, P.K. : Essays on Indian Public Finance, Allahabad, Chugh Publications.
6. Allen & Brounlee : Economics of Public Finance.

## ADVANCED FINANCIAL ACCOUNTING

**Objective:** The objective of this course is to impart knowledge and skills in some advanced financial accounting topics.

### UNIT - I: COMPANY ACCOUNTS

- a) Valuation of good will and shares
- b) Liquidation of companies
- c) Double accounts system of Electricity Companies

### UNIT-II: BRANCH AND DEPARTMENTAL ACCOUNTS

Accounts of various types of branches;  
Departmental accounts.

### UNIT - III: INSURANCE CLAIMS

Loss of stock policy-  
Ascertainment of amount of claim loss of profit policy  
Ascertain of amount of claim

### UNIT-IV : BANKING AND INSURANCE COMPANIES

- a) Banking Companies - Final Accounts and Various Schedules
- b) Insurance Companies - Special Features of these companies, Revenue A/C of Life, Fire and Marine Insurance Companies

### UNIT-V : SPECIALISED ACCOUNTING

Self-Balancing Ledgers And Special Balancing, Goods Sale Or Return, Voyage Accounting, Investment Accounts.  
Accounting For Packages And Containers, Accounting For Underwriting Of Shares.

### BOOKS RECOMMENDED

1. S.P. Jain and K.L. Narang: Advanced Accountancy, Kalyani Publication.
2. M.C. Shukla and T.S. Grewal: Advanced Accounts, S. Chand, New Delhi
3. Maheswari and Maheswari : Accountancy, Part I and II
4. R.L. Gupta and Radhaswami : Advanced Accountancy, S. Chand, New Delhi.
5. H.K. Chakraborty: Advanced Accountancy, Oxford University Press, Calcutta.

## ADVANCED COST ACCOUNTING

**Objective:** The objective of this paper is to provide knowledge and develop skills in advanced cost accounting techniques.

### UNIT-I : MARGINAL COSTING

Basic concepts- CVP analysis - differential costing and simple application of marginal costing in decision making.

### UNIT - II : STANDARD COSTING

Standard costing - basic concepts- uses- variance analysis- material, labour, overhead.

### UNIT-III: BUDGET AND BUDGETARY CONTROL

Meaning, objectives, merits and limitations, functional budgets, master budget, organisation and administration of budgetary control flexible budgeting.

### UNIT-IV : UNIFORM COSTING AND INTEGRAL ACCOUNTING

Uniform costing-interfirm comparison-integral accounting-reconciliation of cost and financial accounts

### UNIT-V : COST AUDIT

Meaning of cost audit-nature, objective and scope of cost audit; appointment of cost auditor-cost audit report - relationship with financial audit and internal audit.

### BOOKS RECOMMENDED

1. S.P. Jain and K.L. Narang : Cost Accounting, Kalyani Pub. Ludhiana.
2. Bhabotosh Banerjee : Cost Accounting, World Press, Calcutta.
3. N.K. Prasad: Cost Accounting, Academic Press, Calcutta.
4. Nigam and Sharma: Cost Accounting-Principles and Applications, Himalaya Pub.
5. Saxena and Vashist: Cost Audit and Management Audit, S. Chand, New Delhi.

## INCOME TAX LAW AND PRACTICE

**Objective :** To provide an understanding of the main provisions of Income Tax Act, 1961 and their application.

### UNIT - I: CONCEPTUAL FRAMEWORK AND EXEMPTIONS

- a) Conceptual Framework - Income, Agricultural Income: Residential status and Incidence of tax; Casual Income.
- b) Exemptions and Exclusions - Rebatable income and incomes not included in total income.

### UNIT-II: COMPUTATION OF INCOME (1)

Salaries; Income from House Property.

### UNIT -III: COMPUTATIONS OF INCOME (2)

Profits or Gains Of Business Or Profession; Capital Gains and Income from Other Sources; Clubbing Provisions; Set-Off and Carry-Forward of Losses; Deduction from Gross Total Income.

### UNIT -IV: COMPUTATION AND PAYMENT OF TAX

Computation of total income of various taxable entities (including an elementary treatment of company taxation), Computation of tax for various taxable entities; Deduction of tax at source; Advance payment of tax and payment of tax when demanded.

### UNIT -V: ASSESSMENT AND APPEALS PROCEDURE

Tax Authorities and Assessment Procedure; Rectification of Mistakes; Appellate Procedure - Appeals and Revision; Appellate Authorities, Penalties and Prosecution.

#### *BOOKS RECOMMENDED:*

1. Mehrotra, H.C. : Income Tax Law & Practice ( Agra, Sahitya Bhavan).
2. Gaur & Narang : Income Tax Law & Practice ( Ludhiana, Kalyani Publishing House).
3. Prasad, Bhagwati : Income Tax Law & Practice ( Aligarh Navman).
4. Singhanian, V.K. : Direct Taxes Law & Practice ( Delhi, Taxman Publication).
5. Bhattacharya, S : Indian Income Tax Law and Practice (Calcutta, Eastern Law House).
6. D.K. Chakraborty : Practical Approach to Taxation ( Rabindra Library, Calcutta).

## SALES MANAGEMENT

**Objective :** To impart knowledge of policies, procedures and techniques of sales management.

### UNIT I : SALES PLANNING AND POLICIES

(a) Sales planning : Planning process, setting objectives, sales forecasting, sales programme planning, territorial coverage planning, sales budget: territory wise, and customer wise, fixation of sales quota.

(b) Sales policies: Importance, objects and formulation, trade marks and brands, samples and packaging, distribution policies.

### UNIT-II: DISTRIBUTION CHANNELS.

Types of channels: retailers (large scale and small scale), wholesalers, mail order business, channels for rural marketing, selection of channels, managing distribution channels.

### UNIT-III : SALES ORGANISATION:

Organisation of Sales Department and its Relation With other Departments, Functions and Responsibilities of Sales Manager, Organising Sales Force, Recruitment, Selection, Training and Supervision of Sales Force, Remuneration and Motivation of sales man.

### UNIT-IV : SALES PROMOTION AND SALESMANSHIP.

Types and Objectives, Brand Promotion, Factors affecting Promotional Activities, Introduction of A New Product, Sales Incentives for Trade And Sales Force , Preparation Of Quotation Invoice, Orders, Credit Appraisal and Credit Collection.

### UNIT -V : SALES REPORTING AND CONTROL

(a) Sales reporting- Reports from field staff, Expense Report, Debt and Dealers, collection and report for management.

(b) Sales control -Sales analysis, marketing cost analysis and control, performance evaluation of sales force, sales audit.

### *BOOKS RECOMMENDED*

1. Sherlekar, S.A. : Marketing and Salesmanship, Himalaya Publications.
2. Grief E.C : Modern Salesmanship, Prentice Hall of India.
3. Anderson R. : Professional Sales Management, Prentice Hall of India.
4. Anand M.M. : Marketing Communication, Delhi University Press.
5. Still, Cundiff and Govoni : Sales Management and Decisions, PHI, New Delhi.

## ADVERTISEMENT MANAGEMENT

**Objective :** To impart knowledge of concept and techniques of advertisement management

### UNIT - I : INTRODUCTION

Nature, Scope and types of Advertising , Role of advertising for business units, Economic, social and ethical aspects of advertising.

### UNIT-II : ADVERTISING STRATEGY, PLANNING AND BUDGETING

Devising advertising strategy, objectives and process of advertising planning, advertising budget advertising budgeting models, advertising budget allocation, decision making related to advertising.

### UNIT - III :ORGANISING ADVERTISING CAMPAIGN

Planning and organising advertising campaigns, creativity in advertising campaigns, copy writing and layout, various advertising media and their selection, Displays and role, Point of purchase advertising.

### UNIT-IV:ADVERTISING AGENCIES

Advertising agencies - their organisation, functions, need, utility and coordination with their clients, selection of appropriate advertising agency, agency compensation.

### UNIT-V : EFFECTIVENESS AND CONTROL

Methods of measuring advertising effectiveness, Cost Benefit analysis, Social and legal control of advertising, Role of consumer organisations.

### BOOKS RECOMMENDED

1. Rathor, B.S.: Advertising Management, Himalaya Publishing House, Bombay.
2. Bellur, Berkman, and Lau: Reading and Advertising Management, Himalaya Pub House, Bombay.
3. Shuranwalla and Sethia : Foundation of Advertising - Theory and Practice, Himalaya Publishing House, Bombay,.
4. Norris : Advertising, Prentice Hall of India
5. Myers : Advertisement Management, Prentice Hall Of India, New Delhi.
6. Singh and Tondon : Advertising with special reference to India, Kalyani Publishing House, Ludhiana.
7. Solanki and Despandey : Advertising Principles and Practice, Kalyani Publishing House, Ludhiana.

**COMPUTER APPLICATION IN BUSINESS**

**COMPUTER APPLICATION - I**

**Same contents as in the existing syllabus**

**COMPUTER APPLICATION - II**

**Same contents as in the existing syllabus**

## MACRO ECONOMICS

**Objective :** To provide understanding of economic principles and issues at macro-level and to develop ability to analyse and apply them to current economic issues.

### UNIT -I : INTRODUCTION

Definition, Scope and Importance of Macro Economics; Limitations of Macro Economics; Capitalism; Socialism; Communism and Gandhism, Mixed Economy and New Economic Order; The Concept of Welfare Economics.

### UNIT -II : INCOME DETERMINATION

The Concepts of Income, Savings and Investment; Theories of Income Determination; The National Income Accounts; Consumption and Investment Spending; Equilibrium Income and Full Employment; Income lags. The Principle of Multiplier and Accelerator; Social Accounting.

### UNIT- III: BUSINESS CYCLES

Phases; Theories; Control of Business Cycles, Monetary and Fiscal Policies.

### UNIT-IV: ECONOMIC ISSUES

Inflation, Stagflation and Deflation, Price Stability and Full Employment; Money Supply and Price; Control of Money Supply, Expansionary Monetary Policy M1,M2,M3; Capital Formation and Economic Growth.

### UNIT -V: INTERNATIONAL ECONOMICS

The Theories of International Trade; The International Payment Mechanism and International Liquidity; Issues in Foreign Exchange; Foreign Exchange Risk Management.

#### *BOOKS RECOMMENDED:*

1. Schumpeter, Joseph, A : Capitalism and Democracy (Allen and Irwin).
2. Mathur, J.S. & A.S. (ED) : Economic Thought of Mahatma Gandhi ( Allahabad, Chaitanya Publishing House).
3. Gardner Ackley : Macroeconomics: Theory and Policy (Macmillan)
4. Turnovasky S.J. : Macroeconomic Analysis and Stabilization Policy (Cambridge, Indian Reprint, 1982).
5. Kindleberger, C.P. : International Economics ( Richard D. Irwin).
6. Sodersten, B. : International Economics (Mac Millan).

## MONETARY ECONOMICS

**Objective :** To impart knowledge of the significance of money in the modern context and monetary theories, systems, and policies including national income.

### UNIT- I: MONEY AND MONETARY STANDARDS

Concept; Classification, Functions and Significance of Money; Non-etatism, Bimetalism and Managed Currency Standard; Paper Currency.

### UNIT- II : THEORIES OF VALUE OF MONEY

Inflation, Deflation and Stagflation; Fisher's Quantity Theory; Cambridge Equation; Milton Friedman's Restatement of Quantity Theory and Keynes's Saving and Investment Theory.

### UNIT-III: THE MONEY MARKET

Bank and Non-Bank Financial Institutions. The Indian Money Market - Bill Market.

### UNIT- IV : CENTRAL BANKING AND MONETARY POLICY

- (a) Central Banking: Meaning and functions of Central Banks, R.B.I- Functions, Achievements & Failures.
- (b) The Monetary Policy: Objectives; Credit Control- Qualitative and Quantitative, Instruments of credit control; Monetary policy in India.

### UNIT-V: NATIONAL INCOME & EMPLOYMENT THEORIES

Concept and Measurement of National Income; Classical, Keynesian and Post - Kenesian Theories of Employment.

#### BOOKS RECOMMENDED:

1. Sethi, T.T. : Monetary economics (Delhi, S. Chand).
2. Gupta, S.B. : Monetary Economics - Institutions, Theory and policy ( Delhi, S. Chand).
3. Thingan, M.L. : Monetary Theory ( Delhi, Konark Publishing House).
4. Bhatia, H.L.: Monetary Theory ( Delhi, Vikas Publ House ).
5. Seth, M.L. : Money Banking, International Trade & Public finance(L.N. Agarwal Pub).
6. Gupta, S.B. : Monetary Planning for India ( Delhi, Oxford University Press ).
7. Chandler, L.V. : The Monetary Financial System ( New York, Harbat & Row).

## Syllabus for B.Com Vocational

### Regulations:

- I. In the current B.Com Course the vocational components shall be incorporated by including three papers viz.
  - (i) Secretarial Practice and Functional English
  - (ii) Secretarial Practice
  - (iii) Office Managementand the students passing out the course shall be entitled to degree "B.Com. Vocational ( Office Management and Secretarial Practice)"
- II. The three papers mentioned above shall be incorporated by substituting ;
  - (i) Secretarial Practice and Functional English in place of English in the 1st year.
  - (ii) Secretarial Practice in place of Business Environment in 2nd year. and
  - (iii) Office Management in place of Banking Theory and Practice in III year of the existing B.Com. Syllabus.
- III. For the above three papers incorporated the pass mark for both theory and practical papers shall be governed by the provisions laid down in EC resolution No.EC:78:93:05(ii). The theory and practical papers shall carry the total 100 marks in the ratio 70:30 and the pass mark shall be 21 for the theory paper and 12 for the practical paper.
- IV. All other provisions of the existing B.Com. Course both pass and major shall be applicable to this vocational course.
- V. A student offering for both major and vocational course shall be entitled to a degree "B.Com Major( ..... ) and Vocational ( Office Management and Secretarial Practice)

**PAPER-II**  
**SECRETARIAL PRACTICE (THEORY - 70 marks)**

**I: Typing .**

Typewriter - its use and maintenance, parts of a standard typewriter and their function, use of ribbon; Methods of typewriting-touch, sight; Approach of typing-horizontal and vertical; Key board operation- need for proper typing, furniture requirement for typist, sitting posture, insertion and removal of paper, reading the home row-guide keys and home keys, learning the upper row; learning bottom row and number row, learning signs and symbols and their uses; Display in typewriting- vertical and horizontal centring, margin and line spacing, paragraph styles, numbering and pagination, styles of writing different types of letters, Arrangement of tabular statements, syllabification and footnotes; Use of carbon manifold, use of eraser, use of white correcting fluid.

**II: Shorthand-I**

Introduction, origin of shorthand with particular emphasis on Pitman shorthand, stenography-meaning and importance, writing techniques and materials; Consonants-definition, number, forms, classes, size, thinness and thickness, direction and joining strokes; Vowels,; meaning, sounds, signs, places, , position of outlines, intervening vowels, introduction of upward and downward strokes ; diphthongs and diphones-definition, signs and importance; Use of diphthongs and diphones in plural in stenography.

**III: Shorthand II**

Grammalogoues and phaseography-definition of grammalogoues and logogram, list of grammalogoues, punctuation signs, definition of phases , quality of a good phraseogram, list of simple phrases; Circles, loops and Hooks; size and direction, application in phraseography, attachment with straight and curved strokes, exception to the use of circle.

**III: Shorthand III**

Extended use of certain consonant: The Aspirate, tick and dot 'H' - Downward and Upward 'R', Upward 'Sh'-compound consonants, Medial Semicircles, Halving and Double principles-general principles and their exception, their use in phraseography.

**IV: Shorthand IV**

Prefixes, Suffixes, Contractions and Intersections: meaning and uses, list of prefixes, suffixes, contractions and intersections; Writing of figures in shorthand; Note taking techniques and transcription on typewriter.

**PRACTICALS( 30 marks)**

1. Practising second row, third row first row and fourth row.
2. Practising words, sentences, paragraphs and passages.
3. Use of shift key, other non-character keys and special symbols.

4. Different kinds of drills for typing.
5. Centring- verticals and horizontal.
6. Typing official and business letters.
7. Using carbon papers for multiple copies.
8. Repeated practice of consonants, writing each consonant from the text material with particular attention to their formation, length, angle, size and direction.
9. Repeated practice of vowels, diphthongs, diphones and triphones by copying the text materials and other printed shorthand books and reading back the same.
10. Repeated practice of gramalogous and phrases.
11. Repeated practice on the use of circles, loops and hook.
12. Transportation from shorthand into longhand.
13. Dictation from unseen passages.
14. Variety of drills: reading shorthand from blackboard, copying shorthand from blackboard, cold note reading, delayed writing, student dictates to the class from shorthand book, two minuets speeches by students, reading printed shorthand matters.
15. Practising the use of having and doubling principles, prefixes and suffixes from text books.
16. Taking dictation from tape recorder.
17. Taking dictation from different voices.
18. Taking dictation for five minutes at a speed of 80 w.p.m. and transcription of the same on typewriter.

#### **SUGGESTED BOOKS**

1. Pitman Shorthand Instructor : A.H.Wheeler & Company
2. Pitman Shorthand Dictionary : A.H.Wheeler & Company
3. New Course in Pitman Shorthand: A.H.Wheeler & Company
4. Pitman Shorthand Reading and Dictation Exercises : A.H.Wheeler & Company
5. Raizada Prabhakar : Manual of Typist and Stenographers(Sterling Delhi)
6. Raizada Prabhakar : Methods & techniques of Typewriting Instructions(Sterling Delhi)
7. Hand Book of Typewriting : Government of India Publication.
8. Mehta H.A. : Typewriting Complete Course( Mehta Pub.Corpn. Basant Mahal,Bombay)
9. Typewriting Drills for Speed and Accuracy: Gregg Pub. Corpn. USA.

**PAPER- III**  
**OFFICE MANAGEMENT (THEORY-70 marks)**

**Unit -I**

Office-meaning, functions, importance, concept of an organisation, centralisation Vrs decentralisation and co-ordination of office services, principal departments of a modern office. Filing and mailing-meaning and importance, essentials of a good filing system, centralised vrs decentralised filing system, methods of filing, equipments of filing, centralisation of mail handling work and its advantages, mail room equipments- sorting table and racks, letter openers, time and date stamp, postal franking machine, addressing machine, mailing scales and post office guide.

**Unit- II**

Mail handling: Inward mail-receiving, sorting, opening, recording, marking, distributing; Outward mail-folding of letters, preparation of envelopes, sorting, scaling, weighing, stamping, entering in letter sent book, despatching- rail parcel service, air mail service, courier service; Common office appliances-Calculator, accounting machine, punch card machine, weighing and folding machine, dictaphone, cheque protector, cash register, coin sorter, time recorder.

**Unit-III**

Modern office machine;word processor, scanner-their operation and use in the office set up, Computer-importance, types of computers, hardware and software operations, Photo copier, Overhead projector, Micro flich, Slide preparation and use. Do' and Do'nts in details from operation point of view.

**Unit-IV**

Using information from telephone directory, post office guide, railway time table, teleprinter, telex, face smile telegraphy, Making travel arrangement-railway and air reservation, booking hotel accommodation, filing of form for tour advance, preparing TA bills.

**Unit V**

Introduction to Microsoft Word -97, Navigating in word, Editing text, Formating text, Advanced Formating and editing technique, Working with tables and printing documents, working with grapgics, Mail merge, proofing documents.

**PRACTICAL(30 marks)**

1. Practice in filing and indexing- alphabetical and numerical, subjectwise arrangement of files, searching a particular file, transforming of old files for future reference, weeding out of records, developing card indexing system for college library.
2. Drafting of the following( on the basis of the actual information) Application for a job, interview letter, appointment letter, letter of enquiry, letter of order, office notes, office order, issue of tender.
3. Recording of inward and outward mail.
4. Practice on operating - Photocopies(6 Hrs), Window programme( 20 hrs), Scanner (6 Hrs).
5. Maintenance of register-preparation of notice, agenda, resolutions.
6. Telephone handling.
7. Role play of dealing with visitors( office etiquette) , instructing co-workers.
8. Preparation of appointment schedules and visitor's diary.
9. Report writing with MS word.
10. Preparing tables with word.
- 11 Preparation of graphs and charts with MS word
12. Preparation of E. mail message.

**SUGGESTED BOOKS**

1. Mirza and Saidan : Office practice, McGraw Hill Publication.
2. Balraj Duggal : Office Management and Commercial Correspondance, Kitab Mahal Publication.
3. Nagamia and Bhal : Business Correspondance and Office Practice, Thakkar Pub, Bombay.
4. Y.P. Singh : Office Management and Secretarial Practice, Gyan Pub. House.
5. Keti Layman, Garvin College and Lavau hart: Microsoft Word 97 made easy., Prentice Hall of India.

vi) Certificate Course in Environmental science .

The School Board of Human and Environmental Sciences in its meeting held on 20.5.2000 (Vide its Resolution No:9) has revised the Syllabus for Certificate Course in Environmental Science and recommended the same for consideration by the Academic Council.

The syllabus for the said Certificate Course is placed as Annexure - 'A'

The matter is placed before the Council for consideration.

SG/3/6/00)

## CERTIFICATE COURSE IN ENVIRONMENTAL SCIENCE

The Course will be of one semester duration and will consist of 4 papers each with maximum of 100 marks.

Paper I CES 101 Fundamentals of Environmental Science and Ecological Principles.

Paper II CES 102 Environmental Pollution and Environmental Impact Assessment.

Paper III CES 103 Environmental Conservation and Environmental Problems of North-East India.

Paper IV CES 104 Project Work and Practical.

PAPER I (Course Code: CES-101)

## FUNDAMENTALS OF ENVIRONMENTAL SCIENCE AND ECOLOGICAL PRINCIPLES

Unit 1 : An introduction to Environmental Science : Environmental Science and its relation to other Sciences; Scope of environmental Science and ecology; Subdivisions of environmental science; Components of environment and their interactions.

Unit 2 : Structure and function of Forest and Lake ecosystems; Energy flow in ecosystem; Energy budget and primary productivity; Biogeochemical cycles: Carbon and Nitrogen cycles; Ecosystem dynamics: Development and evolution of ecosystems.

Unit 3: The concepts of community and population; Community ecology: Species diversity and ecological niche; Population ecology: Population structure, population growth forms and the concept of carrying capacity; population Interactions.

Unit 4: Energy Resources: Primary and secondary sources of energy; Renewable and non-renewable energy sources; Energy demand, production and conservation; Remote sensing as a tool for resource management with special reference to forest resources.

SUGGESTED READINGS

- Butkin, D. and Keller, E. 1995. Environmental Science. John Wiley and Sons, Inc. New York.
- Chapman, J.L. and Reiss, M.J. 1992. Ecology: Principles and applications, Cambridge University Press, Cambridge.
- Conlinvaux, P. 1986. Ecology. John Wiley and Sons, Inc. New York.
- Conlinvaux, P. 1993. Ecology 2. John Wiley and Sons, Inc. New York.
- Cunningham, W.P. and Saigo, B.W. 1995. Environmental Science. Wm. C. Brown Publishers, IA, USA.
- Kormondy, E.J. 1987. Concepts of Ecology. Prentice Hall of India, New Delhi.
- Kupchella, C.E. and Hyland, M.C. 1992. Environmental Science. Prentice Hall, New Jersey.
- Odum, E.P. 1983. Basic Ecology. Saunders College Publishing, Holt-Saunders, Japan.
- Odum, E.P. 1975. Fundamentals of Ecology. W. B. Saunders Company, Philadelphia.
- Purdum, P.W. and Anderson, S.H. 1983. Environmental Science, Charles E. Merrill Publishing Company, A Bell and Howell Company, Ohio.
- Ramade, F. 1984. Ecology of Natural Resources, John Wiley and Sons Ltd. Chichester.
- Remmest, H. 1980. Ecology - A Textbook. Springer Verlag., Berlin.
- Ricklefs, R.E. 1997. The Economy of Nature. W.H. Freeman Company, New York.
- Scheiner, S.M. and Gurevitch, J. 1993. Design and Analysis of Ecological Experiments. Chapman and Hall, New York.
- Smith, R.L. 1976. Elements of Ecology. Harper and Row Publishers, New York.
- Whittaker, R.H. 1975. Communities and Ecosystems. McMillan India, New Delhi.

PAPER II (Course Code: CES -102)

ENVIRONMENTAL POLLUTION AND ENVIRONMENTAL IMPACT ASSESSMENT

Unit 1: Sources and types of Air, Water and Soil pollution; Effect of pollution on human health; Abatement and control of Air, Water and soil pollution; Bhopal environmental disaster.

Unit 2: Solid, toxic and hazardous wastes; Industrial and radioactive wastes; Waste disposal and Waste recycling.

Unit 3: Environmental Impact Assessment: Concept of EIA and EIA notification; Principles and methodologies of EIA; Environmental economics: Methods for cost-benefit analysis and valuation of non-marketable environmental goods and services.

Unit 4: International conventions on environment: Convention on Biological diversity; Convention on climate change; Agenda 21.

SUGGESTED READINGS

Butkin, D. and Keller, E. 1995. Environmental Science. John Wiley and Sons, Inc. New York.

Centre for Science and Environment. 1992. The Price of Forests. CSE, New Delhi.

Cunningham, W.P. and Saizo, B.W. 1995. Environmental Science. Wm. C. Brown Publishers, IA, USA.

Dara, S.S. 1995. A Text Book of Environmental Chemistry and Pollution Control. S. Chand and Co., New Delhi.

Desmann, R.R., Milton, J.P. and Freeman, R.H. 1979. Ecological Role of India. Principles for Economic Development, John Wiley and Sons Ltd., New York.

Khopkar, S.M. 1994. Environmental Pollution Analysis. Wiley Eastern, New Delhi.

Kupchella, C.E. and Hyland, M.C. 1993. Environmental Science. Prentice Hall, New Jersey.

Manahan, S.E. 1983. Environmental Chemistry. Willard Grant Press, Boston.

Meetham, A.R. 1981. Atmospheric Pollution, Pergamon Press, U.K.

Moore, J.W. and Moore, A.E. 1976. Environmental Chemistry. Academic Press, London.

Pant, M.M. 1984. Forest Economics and Valuation, Medhawi Publishers, Dehradun.

Purdum, P.W. and Anderson, S.H. 1983. Environmental Science, Charles E. Merrill Publishing Company, A Bell and Howell Company, Ohio.

Robinson, H. 1982. Bio-Geography, FLRS, McDonald and Evans, London.

Senaca, J.J. and Taussing, M.K. 1974. Environmental Economics, Prentice Hall, Inc. Englewood cliffs, New Jersey.

Streeten, P. and Jolly, R.(Eds.) 1981. Record Issues in World Development: A collection of survey articles. Pergamon Press, Oxford.

Treweek, Jo. 1999. Ecological Impact Assessment. Blackwell Science Ltd. Oxford.

PAPER III (Course Code: CES-103)

ENVIRONMENTAL CONSERVATION AND ENVIRONMENTAL PROBLEMS OF NORTH-EAST INDIA.

Unit 1: Man and the environment: Anthropogenic activities (Mining, Agriculture and Industrialisation) and its impact on natural resources; Global warming and Ozone depletion.

Unit 2: Principles and objectives of Conservation,; Conservation and management of soil, water and forest; Use of Indigenous knowledge in conservation of natural resources.

Unit 3: Concept of Biodiversity; Extinction of species and Factors causing species extinction; Conservation of Biodiversity: Ex situ and In situ conservation, Biosphere Reserve, National Park and Wildlife Sanctuary.

Unit 4 : Environmental Problems of North East India: Shifting cultivation, Deforestation, Mining, Land degradation, Biodiversity loss, Floods, Land slides, Population growth and Urbanisation.

SUGGESTED READINGS

Agarwal, K.C. 1996. Environmental Biology. Agro Botanical Publishers, Bikaner.

Butkin, D. and Keller, E. 1995. Environmental Science. John Wiley and Sons, Inc. New York.

Cunningham, W.P. and Saigo, B.W. 1995. Environmental Science. Wm.C. Brown Publishers, IA, USA.

Ehrlich, P.R, Ehrlich, A.A. and Horden, S.P. 1970. Eco-Science Population, Resources and Environment, W.B. Freeman and Co., San Francisco.

Ehrlich, P.R. and Ehrlich, A.H. 1972. Population, Resources Environment: Issues in Human Ecology. W.H. Freeman and Co., San Francisco.

Franke, R.G. and Franke, D.N. 1975. Man and the Changing Environment. Holt, Rinehart and Winston, New York.

Kupchella, C.E. and Hyland, M.C. 1993. Environmental Science. Prentice Hall, New Jersey.

Purdum, P. W. and Anderson, S.H. 1983. Environmental Science, Charles E. Merrill Publishing Co., A Bell and Howell Co., Ohio.

UNEP. 1995. Global Biodiversity Assessment. Cambridge University Press, Cambridge.

PAPER IV (Course Code: CES-104)

#### PROJECT WORK AND PRACTICAL

Part I: Project Work and Seminar

Part II: Practicals

Study of Environmental components; Study of Community and Population structure; Comparison of limnological characteristics of polluted and non-polluted water bodies; Soil characteristics of degraded and non-degraded lands.

#### SUGGESTED READINGS

Dara, S.S. 1995. A Text Book of Environmental Chemistry and Pollution Control. S. Chand and Co., New Delhi.

Khopkar, S.M. 1994. Environmental Pollution Analysis. Wiley Eastern, New Delhi.

Misra, R. 1968. Ecology Work Book. Oxford and IBH, Calcutta.

Moore, P.D. and Chapman, S.B. 1986. Methods in Plant Ecology. Second Edition. Blackwell Scientific Publications, Oxford.

5:2:7(1)

vii) Syllabus for Certificate Course in Adult Education.

The Syllabus for Certificate Course in Adult Education and Diploma Course in Adult and Continuing Education was placed in the 62nd meeting of the Academic Council, wherein the council vide its Resolution No:62:99:5:2(vii) considered the syllabus and Resolved to approve the Diploma Course only and decision on the Certificate Course was deferred.

The Syllabus for Certificate Course in Adult Education is placed as Annexure - 'A'

The matter is again placed before the Council for consideration.

SG/3/6/00)

**NORTH EASTERN HILL UNIVERSITY**  
**Unit Adult and Continuing Education**

**Syllabus; For Certificate course in Adult Education**

<b>Duration</b>	<b>One Semester</b>
<b>Admission criteria</b>	<b>qualification 10+2</b> This is as per recommendation of the Academic Council resolution AC:59:98:5:1 (iv)

There will be four (4) papers for the certificate course.

<b>Paper</b>	<b>Title of the paper</b>	<b>Marks</b>
Paper I	Introduction to adult Education	100
Paper II	Adult Psychology	100
Paper III	Methods in Adult Education	100
Paper IV	Population Education	100

**Course content:**

**Paper I Introduction to Adult Education**

- UNIT I Meaning, nature and scope of adult education. Concept of Adult Education, formal Non-formal and informal Education,
- UNIT II National Adult education programmes and their objectives, Adult Education and National Education policy 1986.
- UNIT III Establishment of National Literacy Mission (NLM), Objectives and operational Strategies, post literacy and continuing Education. Establishment of JSN.
- UNIT IV Communication concept, communication skills, forms of communication ( News paper folk media, Black board, Print media audio visual aids , mass media etc.)

Reading Material **Text Book** Adult Education by C.L.Kundu or  
 Adult Education by Sura Prasad Pati

**Paper II Adult Psychology**

- Unit I Adult Psychology: meaning, nature and scope. Need of the knowledge of adult psychology in the field of adult education .
- UNIT II Learning: meaning, nature, scope and process of adult learning.
- UNIT III Adult learner: profile, general characteristic, adult learning and motivation, barriers to adult learning. Implication for the adult education teacher.

UNIT IV Social development: meaning and scope. Development of social behavior during different stages of growth. ( main thrust being 15- 35 age group).

UNIT IV Social development: meaning and scope. Development of social behavior during different stages of growth. ( main thrust being 15- 35 age group).

Reading material **Text Book** I. S. K. Mangal Educational Psychology 1988  
Prakash Brothers Ludhiana, Jalandhar

Or The Synergy of Theory, Practice and Strategies in Adult Learning 1997 by R. R. Shirar. Sterling Publication Pvt. Ltd.

Reference Book Advance Educational Psychology B. Kuppaswamy

**Paper III Methods in Adult Education**

Unit I Data collection, library method of data collection, case study in adult education, analysis of data and drawing of conclusion.

UNIT II Survey, interview, questionnaire and observation methods.  
Teaching material: audio visual and performance activities, text book , teacher guide, and work book, use of mass media.

UNIT III Field work: participation in community programmes, identification of issues and problems of local areas, training of adult functionaries, supervisors, master trainers, social workers etc.

UNIT IV meaning, nature and tool of evaluation.

Reading material **Text Book**

Reference Material Principle of population Studies by Asha Bhende and Tara Kanitkar

**Paper IV Population Education**

Unit I Introduction to population education, meaning, nature and scope. Common demographic terms used in population education.

UNIT II Population policy in India. Population growth. Theory of demographic transition, Size and growth of population with special reference to the North East.

UNIT III Population dynamics, small family norms, population and social problems.

UNIT IV Drugs, AIDS Environment and Natural resources

Reading Material **Text Book** Principles of population Studies  
By Asha Bhende and Tara Kanitkar

5: 6- Establishment of New Departments/Centres/Courses.

i) Establishment of the Department of Spiritual Studies,  
and Moral Values.

In pursuance of the Academic Council's decision vide its Resolution NO:AC:62:99:6:7:(iii), a Committee was constituted vide Notification No.62-4/Conf/99-1532 dt. 27.1.2000 to look into the establishment of the School of Studies of Spiritual and Moral Values.

The report of the said Committee is placed as Annexure-I alongwith Annexure-'A' &'B' of the report.

The matter is placed before the Council for consideration.

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**REPORT OF THE COMMITTEE IN PURSUANCE OF THE ACADEMIC COUNCILS'S  
RESOLUTION NO: AC:62:99:6:7: (iii)**

The Committee met on several occasions and with a view to garner more ideas co-opted a number of leading teachers and thinkers from various Christian denominations as well as Khasi Tribal Religions.

The Committee was informed that as per the IXth Plan proposal only one faculty position will be available for the School of Studies of Spiritual and Moral Values for the Department of Christian Studies and the Department of Traditional Religions. The Committee, therefore, decided to recommend to the Academic Council in order to make a beginning these two Departments may be started as one Department to be known as the Department of Christian Studies and Traditional Religions, which could then be subsequently bifurcated into the two Departments after more faculty positions are approved.

The background and aims and objectives of the School are placed at Annexure 'A' and the proposed Course Structure for the Department of Christian Studies and Traditional Religions is placed at Annexure 'B'.

Sd/-  
KS Lyngdoh  
Chairman  
*Chairperson*

Sd/-  
John MS Khongwir  
Convener

The decision of the Academic Council was endorsed by the Executive Council in its 54th meeting held on 21st and 22nd November, 1998 regarding the School for Studies of Spiritual and Moral Values may be included in the Ordinances with the following Departments under it.

The establishment of the School with two Departments initially that is the Department of Christian Studies and the Department of Traditional Religions was included in the IX Plan Proposals.

An introduction on the aims and objectives of the School of Studies of Spiritual and Moral Values is given hereunder.

India is multi-lingual, multi-cultural, multi-racial and multi-religious country rightly described as a melting pot or a living net into which have been drawn people of all races, where through a strange alchemy most of them became a highly mixed people intermingling closely and contributing to the composite culture of the Indian people. At the threshold of the new millennium the feeling shared by scholars of all disciplines is that the old paradigm

In 1985 the North-Eastern India Christian Council had approached the University for the setting up of a Department of Christian Studies, as, except for the University of Mysore, and presently the University of Madras no other University has a Department for a study in Christianity and while Studies in Hinduism, Buddhism and Islam are conducted in a few Universities. The matter was placed before the Academic Council in its 25<sup>th</sup> meeting held on 18<sup>th</sup> of December, 1985 and the Council appointed a Committee consisting of Prof. B. Pakem, Mr. HWT Syiem with Prof. Mrinal Miri as the Chairman to look into the matter. The Committee recommended that the University may establish a School of Spiritual and Moral Values consisting of the Departments of Christian Studies and Traditional Religions. The Academic Council accepted the recommendations of the Committee and resolved to recommend the same to the Executive Council. The Executive Council in its 53<sup>rd</sup> meeting held on 4<sup>th</sup> September, 1986 accepted the recommendations of the Academic Council but desired that the matter be further examined by a Committee consisting of Prof. TSB Narasaraju, Prof. T. Mathew, Shri AK Austin John, Rev. I. Ben Wati, Fr. Sngi Lyngdoh, Mother Anne, Dr. Sujata Miri, Brother.MG Shannon with Mr. Kiremwati Ao as the Convener. The recommendations of the Committee were placed before the Executive Council in its 55<sup>th</sup> meeting held on 20<sup>th</sup> of March, 1987 which then referred the matter to the Academic Council in its 28<sup>th</sup> meeting held on 27<sup>th</sup> April, 1987 which resolved that the nomenclature of the School may be "School for Studies of Spiritual and Moral Values".

Subsequently, the Academic Council in its 54<sup>th</sup> meeting held on 21<sup>st</sup> and 22<sup>nd</sup> November, 1996 resolved that the School for Studies of Spiritual and Moral Values may be included in the Ordinances with the following Departments under it:

1. Department of Christian Studies
2. Department of Traditional Religions
3. Department of Buddhism
4. Department of Hinduism
5. Department of Islamic Studies

The decision of the Academic Council was endorsed by the Executive Council in its 91<sup>st</sup> meeting held on 7<sup>th</sup> of December, 1996 and relevant amendments to the Ordinances have since been notified.

The establishment of the School with two Departments initially, that is, the Department of Christian Studies and the Department of Traditional Religions was included in the IX Plan Proposals.

An introduction on the aims and objectives of the School of Studies of Spiritual and Moral Values is given hereunder:

India is multi-lingual, multi-cultural, multi-racial and multi-religious country rightly described as a melting pot or a fishing net into which have been drawn people of all races, where through a strange alchemy most of them became a highly mixed people interacting closely and contributing to the composite culture of the Indian people. At the threshold of the new millenium the feeling widely shared by scholars of all disciplines is that the old paradigms,

the thought patterns that shaped our culture and civilisation for the past several centuries, are losing their significance. The momentous changes taking place in the economic, socio-political, and cultural realms of life and the resultant impact have led to the disintegration of traditional communities and the value systems. A comprehensive survey of the contemporary national scene brings into sharp focus the deep and disturbing animosity that exists among members of various religious persuasions often resulting in violence and trampling upon of human rights and dignity. Religions which are meant to bring out the best in man and help to build a harmonious human society based on sublime spiritual and moral values have become a source of division and disharmony due to prejudice, ignorance and mistrust. It is in this context that the North-Eastern Hill University has taken the timely and bold step to start a School of Studies of Spiritual and Moral Values, with a view to foster a spirit of harmony among all citizens.

By 'Spiritual and Moral Values' we mean the vertical and horizontal dimensions of human life. Inclusively, it is the integration of life. In other words, it is life-integration discipline based on the spiritual and moral values of all religious traditions. This particular school attempts therefore to make all traditional, spiritual and moral values pluralistically inclusive. This perspective we believe is the need of the hour.

By 'Values' we mean the ideals, customs, institutions, etc., of a society toward which people have an effective regard. Hence "Spiritual Values" are values that are concerned with the total well being of a person. Such values are drawn from a person's devotion to God in conjunction with other fellow human beings. And "Moral Values" are values related to rules or habits of conduct with reference to standards of right and wrong. Such values serve as a guiding force that motivate people to do the right thing. Thus 'Spiritual and Moral Values' are an integral part for a peaceful human co-existence and survival.

1. The School will strive to define and to realise the above mentioned objectives in all possible ways, by theory, by testimony and by experiment, if possible.
2. It will be the endeavour of the School to uphold and promote the great ideals of secularism and national integration as enshrined in the Indian nationhood and the constitution of India. The 'School' as the name implies will give shelter to all views. A beginning will be made by a Department of Christian Studies and Traditional Religions to start with.

DEPARTMENT OF CHRISTIAN STUDIES AND TRADITIONAL RELIGIONS PROPOSED  
COURSE STRUCTURE.

*First Semester*

- SMV.1. Introduction to the Study of Christianity and Khasi Traditional Religion – toward developing methodology for the study of these two religions.
- SMV.2. History, origin and development of the Khasi Traditional Religion.
- SMV.3. Christianity in Khasi Jaintia Hills in the past 160 years.
- SMV.4. Axiology (Theory of Values).

*Second Semester*

- SMV.5. Introduction to Scriptures and Traditions – towards a better understanding of the Teachings of Christianity and Khasi Traditional Religion.
- SMV.6. Religious Practices and Forms of Worship of Christianity and Khasi Religion.
- SMV.7. Anthropology in Christianity and Khasi Tribal Religion.
- SMV.8. The Study on phenomenology of religions.

*Third Semester*

- SMV. 9. Christianity's and Khasi Traditional Religion's Idea of Creation- toward an Indigenous Understanding of human beings and environment.
- SMV.10. Spiritual & Moral Values in Christianity and Traditional Religion.
- SMV.11. Christianity and Traditional Religion – a world view.
- SMV.12. The Concept of God in the Khasi Traditional Religion.

*Fourth Semester*

- SMV.13. Basic Christian Doctrines.
- SMV.14. Religion, Politics & Social Values.
- SMV.15. Religion and Culture.
- SMV.16. Christianity & Khasi Traditional in a Pluralistic Society.

5:6:2:(1)

- ii) Opening of new Departments in the NEHU, Tura Campus.

The letter No. TC/PVC-6/96-488 of 23rd May, 2000 received from the Pro-Vice-Chancellor, North-Eastern Hill University, Tura Campus on the above subject which is self explanatory is placed as Annexure-'A'.

The matter is placed before the Council for consideration.

.....

5:6:2:(2)  
North-Eastern Hill University  
Tura Campus, Chandmari, Tura-794 002,  
Meghalaya

NO:TC/PVC-6/96-488

Dt.23.05.2000.

To

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

Sub: MORE TEACHING DEPARTMENT FOR TURA CAMPUS.

Sir,

NEHU Tura Campus came into being on the 23rd February, 1996 with two Departments of Garo and English. It is now more than four years passed but the Campus is still running with two Departments only and even that with inadequate Teaching Faculties.

Every Admission time, applications for admissions from all kinds of Subject-combinations in the Under-Graduate classes are flooded in both English and Garo Departments and when they cannot be accommodated, there are protest and complaints by both the candidates and their Parents /Guardians. In fact, demands for more teaching Departments are growing more strongly year after year and if nothing is done in this regard, we may have to face ugly situation in near future.

I had submitted proposals for the 5th Pay UGC visiting Team to NEHU but nothing has come out of it. However, the 53rd meeting of the Academic Council held on 3rd and 4th June, 1996 said, "The Council also considered the placement of the Post-Graduate Departments presently at the Mizoram Campus, Aizawl and Resolved that the Departments may be located as suggested by the Committee appointed by the Council" (NO:AC:53:96:5:6:(ii)).

The Committee under the Chairmanship of Prof. R. Lalthantluanga, PVC, Aizawl Campus, meeting on 7th March, 1996, recommended that the Departments of Economics, English, Education, Social Work and Public Administration may be shifted to the Tura Campus.

In view of the decision already made by the Academic Council, I would urge you not to alter this decision and do something for expansion of the NEHU, Tura Campus by creating more teaching Departments by putting this as an agenda item in the next Academic Council meeting or by asking from the UGC directly by yourself. I strongly feel that something has to be done before the students and the Public come out openly in the field.

I would therefore, request you to kindly look into the matter and to help this infant Campus to grow and expand.

Yours faithfully,

Sd/-M.S. Sangma  
Pro-Vice-Chancellor

ii) Affiliation cases of various Colleges .

On the above subject, the Council in its 62nd meeting vide resolution No:AC:62:99:5:7(iii) (3), among other things, decided that the dates of meetings of the Governing Body as well as the Selection Committees shall be fixed in consultation with the University.

In connection with the above decision of the Council, the delegation of the Meghalaya College Principals Council in its meeting with the Vice-Chancellor in his Office Chamber on 5.5.2000 pointed out that the dates for meetings of Selection Committees and Governing Bodies are as per law, fixed by the Secretaries of the respective Governing Bodies in consultation with their respective Chairman. Hence, the above decision of the Council is not tenable. However, the delegation assured that the University Nominee will be given adequate notice as required under the rules. (The relevant except from the proceedings of the aforesaid meeting is placed at Annexure 'A').

The matter is placed before the Council for consideration.

Excerpt from the proceeding of the meeting held on May, 5 2000 between the Delegation of the Meghalaya College Principals' Council and Vice-Chancellor at his Office Chamber.

The attention of the Vice-Chancellor was drawn to the Notification (NO.CDC/C.76/98-99/88-155 dated 19-04-2000) by the Director, College Development Council, intimating that:

1. The dates of the Selection Committee meetings should be fixed in consultation with the Director, CDC; and,
2. The letters of invitation to the Subject Experts would be issued by the Director, CDC.

As decided by the last Academic Council, the role of the Director, CDC, in this matter was to be limited to the following only: to issue to the Colleges a list containing the panel of names of experts for each subject. The Colleges have the liberty to choose any one of the experts listed in the panels. The Colleges would, accordingly, contact these experts directly.

The dates for meetings of Selection Committees and Governing Bodies are, as per law, fixed by the Secretaries of the respective Governing Bodies in consultation with their respective Chairmen. The University Nominee will be given adequate notice as required under the rules. The College Development Council has no part to play in such matters.

The Vice-Chancellor assured the members that the University has no intention of interfering in these matters of internal administration of Colleges and that these issues would be reviewed in the forthcoming Academic Council.

As there were no other matters to be discussed, the meeting ended with a vote of thanks to and from the chair.

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5:8:3(1)

- iii) Allied and cognate subjects for the Board of Post-Graduate Studies in Khasi.

The allied and cognate subjects for the Board of Post-Graduate Studies in Khasi have already been identified in term of Clause 1(iv) and (v) of OA-8 under Table 'A' and 'B' respectively as given hereunder.

Table 'A'

1. English
2. Philosophy

Table 'B'

1. Sociology
2. History

However the Local School Board in its meeting held on 27.4.2000 vide item 10 has considered inclusion of one more department in each of the above Tables, that is, Linguistics under Table 'A' and Anthropology under Table 'B'

The matter is placed before the Council for consideration.

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SG/1/6/00)

5:8:4(1)

- iv) Special Scholarship for Ph D Research for Garo, Khasi and Mizo.

On the above subject letter No:TC/G-9/96-647 of 31st May'2000 as received from the Head Department of Garo, NEHU, Tura Campus which is self explanatory is placed as Annexure 'A'

The matter is placed before the Council for consideration.

SG/3/6/00)

NORTH-EASTERN HILL UNIVERSITY  
Tura Campus, Chandmari, Tura - 794002, Meghalaya

No:TC:/G-9/96-647

Dated 31.5.2000

To,

The Vice-Chancellor,  
NEHU Hdqrs: Mawkynroh, Umshing.  
Shillong - 793022.

Subject :- Special Scholarship for Ph D Research for Garo  
Khasi and Mizo.

Sir,

Since the three language Departments of Garo, Khasi and Mizo do not come under the purview of NET-Cum-JRF examination conducted by UGC, they are perforce placed in a peculiar position in which their students cannot avail of the opportunity of JRF.

The academic activity in these Departments are at an initial stage which needs maximum encouragement and supplement. These language do not enjoy proper recognition of the Sahitya Akademi

These Departments require special sympathetic patronisation from the University and since they are in the process of growth only because of the University and hence special patronisation for research is also welcome.

I, therefore, request you to institute special scholarships, one each for these Departments, at the rate of Rs.1000/- only, for the topper of each and semester examination, till such time as these languages are not included in NET-Cum-JRF.

Since clearing NET examination is compulsory for all University Disciplines, and in so far as these three language Departments have not come Under NET-Cum-JRF, I request you to kindly move the concerned authorities to take steps to include them immediately for those examinations, so that faculty members may be recruited from qualified candidates to man these Departments.

Copy to :

1. The Head, Deptt. of Khasi/  
Mizo for information and  
follow up action.

Yours faithfully,

Sd/-

( C R Marak )  
Prof and Head  
Department of Garo

- (ii) Guideline for appointment of non-NET Qualified candidates to the post of Lecturers in Colleges.

On the above subject it may be stated that the delegation of the Meghalaya College Principals' Council in its meeting with the Vice-Chancellor at his office Chamber on 5-5-2000 pointed out the difficulties faced by the Colleges in finding NET qualified candidates on the one hand & on the other hand emphasised on the practical experiences wherein, often the non-NET candidates have been found much better than the NET qualified ones. The excerpt from the proceedings of the said meeting is placed as Annexure-'A'.

In the above view, the delegation has made a proposal to the University if it would be possible for it to issue a guideline to the Colleges allowing them to recruit such non-NET Candidates conditionally, that is, giving them a timeframe of 2(two) years from the date of their appointments to acquire the NET qualification, failing which their appointments shall stand terminated.

The matter is placed before the Council for consideration.

.....

Excerpt from the proceeding of the meeting held on May, 5 2000 between the Delegation of the Meghalaya College Principals' Council & Vice-Chancellor at his Office Chamber.

## NEHU NOTES

At this point Fr. Mavelly pointed out that the Colleges are finding it difficult to find NET qualified candidates, on the one hand, and, on the other hand, judging from the experiences of recently held interviews, many of the Principals are of the opinion that often non-NET candidates have performed much better than the NET qualified ones during the interviews. It was then discussed whether it would be possible for the University to issue guidelines so as to enable the colleges to recruit the best candidate appearing in an interview and in the event of such a candidate being found a non-NET qualified one, he/she may be given a conditional appointment that his/her service would be terminated if he/she fails to clear NET within two years. The Vice-Chancellor, while appreciating the problems faced by the Colleges on this count, was apprehensive that such a step perhaps would have serious legal implications and as such the matter may be examined more thoroughly in the Academic Council.

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