

AMENDMENT OF THE BYE-LAWS OF THE RECORD MANAGEMENT
COMMITTEE

RECORD MANAGEMENT COMMITTEE
BYE-LAWS

EXISTING

PROPOSED AMENDMENT

Article 1 NAME

Section I The name of the committee shall be Record Management Committee of the North Eastern Hill University, Shillong.

I The name of the committee shall be Record Management Committee of the North Eastern Hill University, Shillong.

Article 2 OBJECTS

Section I To promote the setting up of all record of Departments/Sections at various locations within the University's jurisdiction.

I To promote the setting up of all record of Departments/Sections at various locations within the University's jurisdiction.

II To prepare and/or to review the Retention Schedule of the records of the University.

II To prepare and/or to review the Retention Schedule of the records of the University.

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

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

IV To discuss and finalise various other matters pertaining to records of Departments /Section (s) of the University.

IV To discuss and finalise various other matters pertaining to records of Departments/Section (s) of the University.

Article 3 MEMBERS.

1. A senior teacher (nominated by the Vice-Chancellor)	Chairman	1.
2. Registrar	Member	
3. Controller of Examinations	do-	
4. Finance Officer	-do-	
5. Librarian	-do-	
6. Public Information Officer	-do-	
7. Assistant Registrar (Record Cell)	Member Secretary	

1. A senior teacher (nominated by the Vice-Chancellor from History Department /Library and Information Science Department)	1.
2. Registrar	
3. Controller of Examinations	
4. Finance Officer.	
5. Librarian	
6. Public Information Officer.	
7. Assistant Registrar (Record Cell)	

Article 4. TERMS OF OFFICE OF THE RECORD MANAGEMENT COMMITTEE.

Section I The term of office of the Record Management Committee shall be two years.

The term of office of the Record Management Committee shall be two years.

Article 5. POWERS AND FUNCTIONS.

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

I The Chairman shall preside over the meeting (s) of the Record Management Committee. In case of any complicated matters regarding technicality of the record works, the Chairman shall consult experts on the matter.

Section II Secretary-The Record Officer shall be the Secretary of the Committee and shall be responsible for the executive administration of the Committee. He/She shall call the meeting in consultation with the Chairman as and when felt necessary The Record Officer shall look into the technical of the record's work.

II The Record Officer shall be the Secretary of the Committee and shall be responsible for the executive administration of the Committee. He/She shall call a meeting in consultation with the Chairman as and when felt necessary. The Record Officer shall look into the technical of the record's work.

Article 6. MEETINGS

Section I The Committee shall meet at least once in six months or twice in case of urgency.

I The Committee shall meet at least once in six months or whenever required.

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

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