

Item No: 3 - RATIFICATION OF ACTION TAKEN BY THE VICE-CHANCELLOR.	
(vi) Proposal for non-bifurcation of the M.I.L. at P.U. Level.	3:6(1)
(vii) Panel of examiners - Ph.D./M.Phil	3:7(1)
(viii) Award of Ph.D./M.Phil Degrees	3:8(1)
Item No: 5 - ACADEMIC MATTERS :	
5:1 - STATUTE, ORDINANCES, REGULATIONS AND RULES.	
(iii) Proposal for amendment and updating of Ordinances OA-1, OA-2, OA-3 and OA-4 regarding Establishment of Schools, Departments, Centres and assignment of Deptts/Centres to the Schools.	5:1:3(1-29)
Item No:5:2 - SYLLABUS :	
(iv) Revision of syllabus of M.Lib.Sc.	5:2:4(1-4)
5:3 - RESEARCH :	
(iii) Proposal for exemption of University employees from the bar to undertake employment while pursuing research for Ph.D.Degree.	5:3:3(1)
5:5 - EXAMINATION MATTERS :	
(vi) Proposal for enhancement of the rate for evaluation of answer scripts for Degree examinations.	5:5:6(1)
5:6 - ESTABLISHMENT OF NEW DEPARTMENTS/CENTRES/COURSES.	
(ii) Possibility of providing admission to private candidates for the Post Graduate Programmes in Social Sciences and Humanities.	5:6:2:1-6)
5:7 - AFFILIATION ETC.	
(xix) - Provisional affiliation of Bungkawn College upto P.U.Level.	5:7:19:1-5)
(xx) - Introduction of Major courses in Zirtiri Women's College	5:7:20:1-5)
5:8 - ACADEMIC MATTERS - OTHERS.	
(vii)- Combination of Geography with other subject at P.U.Level.	5:8:7:1-3)

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

(vi) Proposal for Non-bifurcation of the M.I.L.
at P.U.Level.

The Principals' Council in its meeting held on 27th October, 1993 has recommended that the MIL paper at the PU level need not be bifurcated into 40-60 ratio as it was done in other subjects and the examination for the whole paper of 100 marks be conducted at a time at the end of the second year.

In view of the urgency of it and administrative reasons the Chairman has approved the recommendation and colleges informed accordingly.

The matter is placed before the AC for ratification.

(v.i) Panel of examiners Ph.D/M.Phil

The Panel of examiners to examine the thesis/dissertation of the following candidates was approved by the respective School Board/Board of Research Studies.

The matter is placed before the Council for ratification.

Name of candidate & Degree	Department
1. Mr. V. A. Sivadasan(M. Phil)	Physics
2. Mr. Balaram Patro(Ph.D)	Chemistry
3. Mr. Laxminarayan Bhat(Ph.D)	Chemistry
4. Mr. Ch. Srinivasa Rao(Ph.D)	Chemistry
5. Mr. Malapaka Chandrasekharam(Ph.D)	Chemistry
6. Shri S. C. Sarkar (Ph.D)	Chemistry
7. Mr. Sanjeev Kr. Sharma (Ph.D)	Chemistry
8. Shri Bipul Chandra Paul (Ph.D)	Chemistry
9. Mr. Robin Kumar Dutta (Ph.D)	Chemistry
10. Mrs. P. Kilemsungla Ao (Ph.D)	Education

(viii) Award of Ph.D/M.Phil Degrees.

The evaluation reports of the following candidates have been considered by the respective School Boards and their cases have been approved by the respective School Boards and Board of Research Studies for award of the Ph.D and M.Phil Degrees. The matter is placed before the Council for ratification.

Name of the candidate	Department
1. Ms.Sima Jajodia (M.Phil)	Mathematics
2. Mrs. Debdutta Bhattacharjee (M.Phil)	Mathematics
3. Mrs. Anita Bhattacharjee (M.Phil)	Physics
4. Shri G.S.S.Saini(Ph.D)	Physics
5. Shri Alok Kumar Deb (Ph.D)	Chemistry
6. Mr. Enamul Karim (Ph.D)	Chemistry

(iii) Proposal for amendment and updating of Ordinances OA-1, OA-2, OA-3 and OA-4 on Establishment of Schools, Departments, Centres and on Assignment of Departments/Centres to the Schools.

The matter concerning amendment and updating of the Ordinances OA-1, OA-2, OA-3 and OA-4 on Establishment of Schools, Departments and Centres and on Assignment of Departments/Centres to the Schools, was discussed in the 45th meeting of the Academic Council held on 7/8th December, 1992 wherein the Council constituted a Committee to examine the same and desired that the Report of the Committee be considered in a meeting of the Heads of Departments and Deans of Schools chaired by the Vice-Chancellor.

Accordingly, the Report of the Committee was discussed at a meeting of the Heads of Departments, Deans of Schools with the Vice-Chancellor held on 20.11.93 wherein it was decided that the comments be submitted directly to the Academic Council.

The Report of the Committee is placed at Annexure-A for consideration of the Council. The comments received from the following are also placed before the Council for consideration:

1. Head, Dept. of Economics, Shillong	- Annexure F
2. Head, Dept. of Anthropology	- Annexure G
3. Head, Dept. of Sociology	- Annexure H
4. Head, Dept. of Philosophy	- Annexure I
5. Head, Dept. of History	- Annexure J
6. Head, Dept. of Political Science	- Annexure K
7. Dean, School of Social Sciences	- Annexure L
8. Dean, School of Physical Sciences	- Annexure M
9. Head, Dept. of Mathematics	- Annexure N
10. Head, Dept. of Education, Shillong	- Annexure O
11. Director, Centre for Distance Education	- Annexure P
12. Head, Centre for Adult and Contg. Education	- Annexure Q
13. Dean, School of Education	- Annexure R
14. Dean, School of Library & Information Sc.	- Annexure S
15. Dean, School of Life Sciences	- Annexure T
16. Dean, School of Languages	- Annexure U
17. Dean, School of Environmental Sciences	- Annexure V
18. Head, Dept. of Forestry	- Annexure W
19. Head, Dept. of English, Shillong	- Annexure X

The matter is placed before the Council for consideration.

ANNEXURE - 'A'Report of the Committee constituted under AC Resolution No. AC:45:92:5:01(i):

The Committee constituted in pursuance of the AC Resolution No AC:45:92:5:01:(i) to examine the proposal for amendment of Ordinance OA-1, OA-2, OA-3 and OA-4 met on the 11th May, 1993 and 22nd June, 1993 under the Chairmanship of Prof. Lalthantluanga, Pro-Vice-Chancellor, Mizoram Campus. The Committee examined the existing Ordinances and also considered the recommendations of the Committee constituted earlier for the purpose under AC Resolution No:AC:38:90:04:(ii).

The Committee felt that the Schools, Departments and Centres which have actually been established in the University should be included in the relevant Ordinances. The Committee is of the opinion that the Departments and the Centres should be assigned to various Schools if they are related or allied subjects. The size of the Schools and the academic as well as administrative aspects may also be kept in mind. The Committee, after due deliberations, resolved to make the following recommendations :-

Ordinance OA- 1 on the establishment of Schools of Studies.

The following Schools of Studies may be established in the University.

- 1) School of Agricultural Sciences and Rural Development.
- 2) School of Economics and Resource Management.
- 3) School of Humanities
- 4) School of Life Science.
- 5) School of Mathematical and Physical Sciences.
- 6) School of Social Sciences.

With the re-organisation and the establishment of the Schools of Studies as indicated above, it will not be necessary to have the following 4 School, which exist at present.

contd/-

5:13:(3)

- (i) School of Languages.
- (ii) School of Library and Information Sciences.
- (iii) School of Education.
- (iv) School of Environmental Sciences.

As regards the establishment of the School of Education, the opinion was divided. While one opinion holds that the School of Education may exist with some allied Departments assigned to it, the other view is against it and it holds that the existing Department of Education be assigned to one of the re-organised Schools, i.e. the School of Humanities.

Ordinance OA - 2 on the establishment of Departments.

The following Deptts. may be established in the University:

- 1) Department of Animal Production.
- 2) Department of Anthropology.
- 3) Department of Bio-Chemistry.
- 4) Department of Botany.
- 5) Department of Chemistry.
- 6) Department of Commerce.
- 7) Department of Economics.
- 8) Department of Education.
- 9) Department of English.
- 10) Department of Forestry.
- 11) Department of Geography.
- 12) Department of Geology.
- 13) Department of History.
- 14) Department of History and Archaeology.
- 15) Department of Horticulture.
- 16) Department of Khasi.
- 17) Department of Library and Information Science.
- 18) Department of Linguistics.
- 19) Department of Mathematics.
- 20) Department of Philosophy.
- 21) Department of Physics.
- 22) Department of Political Science.
- 23) Department of Psychology.
- 24) Department of Public Administration.
- 25) Department of Rural Development Planning
- 26) Department of Social Work.
- 27) Department of Sociology.
- 28) Department of Soil Conservation.
- 29) Department of Zoology.

Ordinance OA - 3 on the establishment of Centres of Studies.

The following Centres of Studies may be established in the University:

- 1) Centre for Adult and Continuing Education.
- 2) Centre for Applied Statistics.
- 3) Centre for Creative Arts.
- 4) Centre for Eco-Development.
- 5) Centre for Literary and Cultural Studies.
- 6) Centre for Rural Development.
- 7) Centre for Science Education.

Ordinance OA- 4 on assignment of Departments and Centres to Schools of Studies.

The Schools of Studies shall consist of the Deptts. and Centres indicated against each as follows :-

I. School of Agricultural Sciences and Rural Development

- 1) Department of Animal Production.
- 2) Department of Horticulture.
- 3) Department of Rural Development Planning.
- 4) Department of Soil Conservation.
- 5) Centre for Rural Development.

*II. School of Economics and Resource Management.

- 1) Department of Economics.
- 2) Department of Commerce.
- 3) Department of Geography.
- 4) Department of Library and Information Sciences.
- 5) Department of Social Work.

III. School of Humanities.

- 1) Department of Education.
- 2) Department of English.
- 3) Department of History.
- 4) Department of History and Archaeology.
- 5) Department of Khasi.
- 6) Department of Linguistics.
- 7) Department of Philosophy.
- 8) Centre for Adult and Continuing Education.
- 9) Centre for Creative Arts.
- 10) Centre for Literary and Cultural Studies.

IV. School of Life Sciences:

- 1) Department of Bio-Chemistry.
- 2) Department of Botany.
- 3) Department of Forestry.
- 4) Department of Zoology.
- 5) Centre for Eco-Development.

V. School of Mathematical and Physical Sciences-

- 1) Department of Chemistry.
- 2) Department of Geology.
- 3) Department of Mathematics.
- 4) Department of Physics.
- 5) Centre for Applied Statistics.
- 6) Centre for Science Education.

VI. School of Social Sciences -

- 1) Department of Anthropology.
- 2) Department of Political Science.
- 3) Department of Public Administration.
- 4) Department of Psychology.
- 5) Department of Sociology.

Sd/-

(O.D. Shira)
Chairman.

Sd/-

Prof. Lalthantluanga,
Pro-Vice-Chancellor
Mizoram Campus,
Chairman.

**NORTH-EASTERN HILL UNIVERSITY
DEPARTMENT OF ECONOMICS
EXTRACT OF THE
MINUTES OF THE MEETING OF THE DEPARTMENT HELD ON 23.11.93 AT 1 P.M.**

"The Department resolved that the School of Economics and Resource Management will have the following Departments :

1. Economics
2. Geography
3. Commerce
4. Sociology

It was decided that other departments, namely,
1) Department of Library and Information Science and
2) Department of Public Administration do not make a cognate body of School of Economics and Resource Management.

ANNEXURE 'C'

DEPARTMENT OF ANTHROPOLOGY
 NORTH-EASTERN HILL UNIVERSITY
SHILLONG

NO:Anth.44/SA-TVID/92-799
 Dated.23rd Nov.,1993.

To,

The Vice-Chancellor,
 NEHU, Shillong.

(Through the Dean,School of Social Sciences,NEHU,Shillong).

Sir,

With reference to the report of the Committee on Reorganisation of the Schools, I am to state that the matter was discussed in the department and our unanimous decisions are as follows :-

1. We agree on principle that schools should be reorganised.
2. The reorganisation should be such that the constituent units of a school can meaningfully interact, benefit from each other's experience, have better management potential and make optimum use of the resources.
3. While reorganising the schools the unique position of Anthropology has not been kept in view. It has four major branches :
 - (i) Social and Cultural Anthropology
 - (ii) Human Biology (Physical Anthropology)
 - (iii) Pre-historic Archeology
 - (iv) Linguistic Anthropology.

It is obvious that these branches overlap with several other disciplines and therefore could easily be part of the proposed School of Humanities, Life Sciences or Social Sciences.

In most of the Universities, Anthropology is in Science Faculty. Anthropology has been a unit in Indian Science Congress from its very inception.

Anthropological Projects get grants from D S T as well as C S I R.

On the other hand Anthropology is considered as a part of Indian Council of Social Science Research but its physical Anthropology projects do not get any grant from it.

4. In this University, Anthropology has been in the School of Social Sciences and this is what has been proposed by the Committee. We disagree with the proposal. Our unfortunate experience has been that the special needs of Anthropological training have neither been appreciated nor adequately supported in the School of Social Science and we have no indication that this would change in the near future. These needs are of establishment of laboratories, such as Serological, Bio-chemical Genetics, Anthropometric, Craniometric, Pre-historic Archeological, and grant of adequate funds for conducting field work.

We therefore think that the interest of Anthropology would be better served in a school where other disciplines have similar needs and have well established traditions of running laboratories and conduct of field work.

We therefore propose that a "School of Human and Environmental Sciences" may be established with the following as the constituent units :-

1. Anthropology
2. Psychology
3. Geography
4. Geology
5. Centre for Literary and Cultural Traditions .

we request that this proposal may please be considered and accepted.

Yours faithfully,

Sd/-
(A K. Ghosh)
Head

ANNEXURE - 'D'

Prof. A.C.Sinha,
Head,
Department of Sociology.

No:7093
23rd November, 1993

To

The Dean,
School of Social Sciences
NEHU, Shillong.

Sir,

The Department of Sociology considered the Report submitted by the Committee constituted in pursuance of the Resolution No.AC:45:92:5:01(1) and makes the following suggestions :

1. The Department welcomes the timely move to restructure the Schools in the University :
2. The Department is of the view that no School should have less than three teaching departments for its smooth functioning in the light of the various ordinances.
3. The Department is of the view that no School should have more than seven teaching departments for its smooth functioning in the light of the various ordinances.
4. In case the Department of Anthropology desires to teach M.Sc. courses, it should be shifted from the School of Social Sciences to the School of Life Sciences.

Yours faithfully,

sd/-
(A. C. Sinha)

ANNEXURE - 'E'VIEWS OF THE DEPARTMENT OF PHILOSOPHY ABOUT
RE-ORGANIZATION OF SCHOOLS.

Majority of teachers welcome the idea of re-organization of schools. In their opinion :

- i. Single department schools should be done away with.
- ii. However, allocation of departments/centres under each individual school should be done judiciously and with due deliberation by the Academic Council.

However, three teachers (Dr.S.C.Daniel, Dr.C.R.Agera, Dr.Jagat Pal) are opposed to the very concept of re-organization initiated by the Academic Council. They insist that the status quo be maintained. Further, in their opinion, the university should create new department/centres and put it under single department schools so that they (single department schools) become viable. They also suggest that the Academic Council should have got the report discussed in a plenary session of all the teachers of the university before its finalization. One of the teachers insists that his arguments also should be forwarded to the Academic Council, verbatim and it is reproduced as under :

* I suggest the maintenance of the status quo for following reasons :

- i. The department of philosophy is given a normative role, as it were, within the school of social sciences, and we are giving at the school a common M.Phil course.
- ii. Our courses of the M.A. and M.Phil level are designed to reflect the spirit of the school organization." (Sd/C.R.Agera).

Sd/-N.Mall

Professor Milton S. Sangma
Head
Department of History

ANNEXURE 'A'

No:DH:70:AG:93:4416
Dated:25 November, 1993

To,

The Vice Chancellor
North Eastern Hill University
Shillong.

Through: the Dean, School of Social Sciences, NEHU, Shillong

Sub: Department views on Reorganisation of Schools.

Ref: No.F.24-2/Conf/89-2437 dated Shillong 18 November, 1993.

Sir,

As per your instructions in the meeting of the Heads and Dean of School of Social Sciences on 20.11.93, on the subject cited above, the department has to offer its views as follows:-

1. The Department agrees with the idea of re-structuring the Schools of NEHU.
2. In the re-structured school, no school should have less than three teaching departments so that meaningful interaction can be made within the school and a school level course can be offered at M.Phil programme.
3. No school should be too large and should not be more than 6 or 7 teaching departments so that it will not become too unwieldy.
4. While allotting the departments to the schools, past considerations should be given to the academic thrust of the departments.
5. On the basis of the thrust, the department of History should continue to be a component of the school of Social Sciences. This is based on the fact that History is nationally and internationally recognised as social science and in the past 15 years, History had been part and parcel of the School of Social Sciences. The courses and other academic programmes of the department are Social Science oriented. We need continuous interactions with cultural Anthropology, Sociology, Political Science etc.

Yours Faithfully

Sd/-

(Milton S. Sangma)

5:1:3:(12)

ANNEXURE - 10

DEPARTMENT OF POLITICAL SCIENCE : NEHU : SHILLONG

No. PSc. 59/95/-552

Dated Nov. 24, 1993.

To,

The Dean

School of Social Sciences

NEHU, Shillong -14.

Sir,

The Department of Political Science met today to discuss the recommendation of the Academic Council Committee on restructuring of Departments and Schools in the University. The Department is of the view that while there is a need for restructuring of Departments and Schools, the details suggested by the Committee are not acceptable to the Department of Political Science. The Department feels that in the detailed report there are over-lapping of the Schools and departments and the allocation of various department therefore suggests that the Academic Council should consider these suggestions of the Committee and take into consideration also the views of the individual departments in this matter.

So far as the School of Social Sciences is concerned the department of Political Science believed that History and Archeology, CLCS, Social Work and Education should remain in this School and Anthropology if it so wish, should be associated to life Sciences or any other relevant Schools. Kindly communicate this to the Chairman, Academic Council

Yours sincerely,

Sa/-

(A.K. Baruah)
Head of the Department.

COMMENTS OF THE SCHOOL OF SOCIAL SCIENCES OF THE COMMITTEE
TO RE-ORGANIZE THIS SCHOOLS IN THE UNIVERSITY

We received the comments from the Departments of Anthropology, History, Philosophy, Economics, Political Science and Sociology. We had a meeting of the Heads of the Departments at 12.45 P.m. on November 24th, 1993 to develop a common approach to the problem. The following are the major points of agreement within the School:

1. The School welcomes the timely decision of the AC. to restructure the Schools in the University.
2. The School is of the view that no School should have less than three teaching departments and more than seven teaching departments for its smooth functioning in the light of the various ordinances.
3. The Department of Anthropology feels that justice is not being done with it in the School known as the school of Human and Environmental Sciences along with Physiology, Geography, and Geology. The Department of Sociology felt that in case Anthropology proposes to give M.Sc. courses it should be a part of life sciences.
4. The Department of Economics would like Sociology to be added to the proposed school of Economics and Resource Management and exclude Departments of Library and Information Sciences and Public Administration.
5. The Department of History would like to remain in the School of Social Sciences as they have developed History as a component of Social Sciences expertise. Some faculty members from philosophy feel that they would be better off in Social Sciences, though most of them would like to be in Humanities.

To.

The Vice-Chancellor
(Chairman, Academic Council)
NEHU, Shillong

Sub: Recommendation arrived at in the faculty meeting of the School of Physical Sciences held on 26.11.93 regarding the reorganisation of Schools in NEHU.

Ref: Report of the A.C. Committee as per A.C resolution No. AC-45:92:
5:01 (1)

Dear Sir,

The faculty meeting of the School of Physical Sciences convened by me on 26.11.93 at 3 p.m. made the following decisions/ recommendations.

1. The faculty agreed that there is a need for reorganisation of the School in NEHU.
2. The faculty recommended that the name of the School "The School of Physical Sciences" should remain unchanged.
- (iii) The faculty recommended that the School of Physical Sciences should comprise of department of Physics, Chemistry and mathematics. Considering the nature of activities of CSE, it has also recommended that Centre for Sciences Education presently in the School of Physical Sciences should be put under some other School. The faculty did not agree to the proposal that Deptt. of Geology, and Centre for Applied Statistics should be placed under the School of Physical Sciences.
- (iv) The faculty recommended that USIV, RSIC and Computer Centre which at present do not belong to any School may be brought under the School of Physical Sciences.
- (v) The faculty recommended that in the reorganised structure there should be a School of Languages.
- (vi) Regarding the other details of the report of the sub-committee the faculty did not make any specific recommendation/observation.

I request you to kindly place the above in the A.C. meeting along with the committee report.

Thanking You,

Yours Sincerely,

Sd/-

C.S. Shastry

Date: 29.11.1993

To,

The Vice-Chancellor,
NEHU, SHILLONG.

Sub: Deans & Heads meeting on the establishment of schools.

Dear Sir,

We understand that there is Deans & Heads meeting today to discuss about the establishment of schools. In view of the fact that we are going to have examination from first week of December and that we have to finish our courses by 27th of November, we are extremely busy in teaching. Further we received the notice of the meeting only today morning. Therefore we are not in a position to attend the above mentioned meeting.

However we discussed this matter in the department and observed the following.

We understand that a committee headed by Prof. J. B. Bhattacharjee categorically recommended that as per the provision of Act and Statutes the centres are not a part of schools and the activities of centres are supposed to be guided by the advisory board and steering committees constituted for the purpose. Keeping this view in mind the committee recommended that any member of the centres cannot be appointed as Dean of School. The A.C. had also approved this recommendation. However, the present recommendation of the committee headed by Prof. Lalitluanga in connection with the reorganisation of schools is a clear cut deviation from the principle already endorsed by the A.C., since centres are shown as a part of schools in the present recommendation.

Keeping the above points in mind, we propose that the suggested reorganisation of schools made by Lalitluanga committee be accepted with the following amendment:

Centres should be delinked from schools and Each centre should have an advisory committee (analogous to BPGS) to monitor its activity.

(iii) There should be one steering committee analogous to school board) for all the centres, in place of different steering committees for different centres, led by the Chairman steering committee appointed by the Vice-Chancellor like Deans of school.

With regards,

Yours sincerely,

Sd

(M. B. JEE)

Head, Department of Maths.

To,

ANNEXURE - 'K'

The Dean,
School of Education
NEHU, Shillong.

Sub: Re-Organisation of Schools in the University.

Ref: Your letter No.F.9/DE/92-93/165. dated 22.11.93.

Madam,

Below are the comments from the Department of Education,
NEHU, Shillong decided on 24.11.93. :-

The meeting of the faculty of Department of Education considered the recommendations made by the committee constituted by the Academic Council to examine the proposal for amendment of relevant ordinance pertaining to Schools, Departments and Centres of Studies in the University. It was the opinion of the Department that the provision regarding School of Education in the existing ordinance of School in the University should continue. The decision to create a School of Education in the University was taken after taking into account the scope and nature of work and activities covered under the discipline of Education by the Department of Education and the Centres of Study presently attached to the School of Education. Education is basically oriented to issues connected with the studies and practice in the broad area of behaviour modification in the individual as well as in the social contexts. It is true that Education takes the help of Philosophy, Psychology, Sociology, Economics etc to understand and explain the phenomena important to the field of Education, over the years Education has attained the status of a professional course, as different from a branch of "Humanities" or "Social Sciences". The grouping of Departments under the School of Humanities in which the Department of Education has also been included in the Report of the committee under reference cannot be justified in the light of the observations made above. Hence the Department would like to commend continuance of the existing provision or ordinance O&I regarding the School of Education as it is now.

The Department also considered the new departments created in the University in the recent years and felt that the nature of work carried on by the discipline of Education has some affinity to the

Contd/-

type of work normally undertaken by the Department of Social works. It therefore feels that the Department of Education, The Department of Education, The Department of Social work, the Centre for Adult & Continuing Education and the Centre for Distance Education could be grouped under the School of Education.

The Department also considered the proposed reorganisation of Schools into 6 (Six) Schools by the committee and made the following observation :-

1. The School of Social Sciences without the Department of History and the Department of Economics will be incomplete and feels that these two Departments should form part of the Schools of Social Sciences.
2. The Department of Library and Information Sciences may not be grouped under the School of Economics and resource management, but should be allowed to retain its identity as a separate School with the provision that the Departments of Journalism, mass communication, etc, as and when started may go under that Schools.
3. The Existing School of Environmental Sciences may be retained as it is with the provision that the Departments like Geophysics Meteorology Ecology, etc, as and when started may be grouped under the Schools

Sd/-

Prof P.P.Gokulanathan
Head, Department of
Education, NEHU, Shillong.

ANNEXURE-'L'

No. F. 8/Dist/AP/93-1230.

Date: 23/11/93.

To,

Prof. (Mrs) M.S. Padma
Dean
School of Education
NEHU, Shillong.

Sub: Report of the Committee constituted under AC Resolution
No: AC:45:92:5:01(i)

Ref: Your letter No. 9/DE/92-93/183-184 date 22nd Nov'93.

Madam,

I have read the report of the Committee constituted under
AC Resolution. My view points are as followings:-

1. Single department schools should not be allowed to continue
in the University
2. Education should be component of the School of Humanities;
and
3. The Centre for Distance Education may be renamed as the
Institute of Distance Education, and it should be governed by a different
ordinance devised to suit its very specific needs and functions.

Sd/-

(Dr. M. George)

Director

Distance Education.

CENTRE FOR ADULT & CONTINUING EDUCATION

An urgent meeting of the Centre for Adult & Continuing Education was convened on 22.11.93 in the Chamber of the HEAD, CADE, NEHU, Shillong.

The following members were present :-

- | | |
|----------------------|----------------------------------|
| 1. Dr. M. C. Pandey | Prof. & Head, CACE, NEHU. |
| 2. Dr. K. M. Warjri. | Lecturer, CACE, NEHU. |
| 3. Dr. H. K. Synren. | Lecturer, CACE, NEHU. |
| 4. Dr. B. Jyrwa | Project Officer, CACE, NEHU. |
| 5. J. Mawthoh | Sr. Technical Asstt, CACE, NEHU. |
| 6. B. S. Langstieh | Sr. Technical Asstt, CACE, NEHU. |
| 7. W. Myllemngap | Sr. Technical Asstt, CACE, NEHU. |

We come:

The Chairman welcomed all the members to the meeting of the Centre.

Item No. I.:

Notice No. F.24-2/Conf;89-2439 dt November 18, 1993 was not received by our Centre. The Dean, School of Education phoned the Head of the Centre on Sunday, November 21, 1993 at 9.30 P.M. and apprised him on the Subject. She requested, if possible to get a copy of the notice from some Heads of the Department at Mayurbhanj and send the opinion of my colleague by November 26, 1993.

It was resolved that the role of extension education as the third dimension equally important to research and teaching has been accepted in the institution of higher learning. To develop the linkage with the masses, the role of extension in the education system is very important. The North Eastern University through the activities of its centres has been providing the linkage between the University and community (rural and urban). The National Policy of Education also envisages the concept of National System of Education: promotion of Literacy Awareness, population education, indiscriminate use of national resources, promotion of health and hygiene, promotion of scientific temper, preservation of culture are some of the issues identified at the national levels for the benefits of the deprived section of the society. In NEHU, the centres have taken up these issues as their thrust area at the grass root levels. However, at the University levels, the role of Centres has not been well understood. To establish a working relation of the University with the community, the Centres has to be given independent structure in the University System.

It is suggested that School of Extension Education needs to be established with the following centres:

1. Centres for Adult & Continuing Education.
2. Centre for Creative Arts.
3. Centre for Literacy and Cultural Studies.
4. Centre for Science Education.
5. Centre for Eco-Development.
6. Centre for rural development.
7. Centre for distance Education.

S/d
(M. C. Pandey)
Prof. & Head

Centre for Adult & Continuing Education
NEHU, Shillong - 14.

5:1:3:(20)

ANNEXURE-'N'

No.F.(/DE/92-93/188.

26th, November, 1993.

To,
The Vice Chancellor,
NEHU, Shillong.

Sub: Reorganisation of School-Report of the Committee- Responses
from the Department/ Centre of the School of Education.

Respected Sir,

Following the meeting of the Deans of Schools and Heads of Departments of 20th November, 1993, and as per the decisions taken in the meeting, I had requested the Heads of the Department of Education, Centre for Adult and Continuing Education and Director of the Centre for Distance Education to give the comments of the Department of Education at Aizawl and Kohima could not be contacted due to paucity of time.

I enclose herewith the responses from the Head, Department of Education, Shillong; Head, Centre for Adult and Continuing Education; and Director, Centre for Distance Education.

While forwarding these responses, I would like to make the following observations on the view points of Dr. Mathew George of Centre for Distance Education,

1. The Language used in the letter of Dr. Mathew George Director, Centre for Distance Education, gives an impression that the view points expressed are apparently personal and not relevant to the CDE. The present topic is about creation/abolition of Schools and attaching Departments / Centres to Schools.

Hence the statement " Education should be a component of Humanities" is very vague and is difficult to understand what it means that the Department of Education, Centre for Adult and Continuing Education,

Contd.

5:1:3:(21)

Centre for Science Education and Centre for Distance Education should be the part of School of Humanities. This directly contradicts his view point (No.3) that Centre for Distance Education should remain independently as an Institute of Distance Education.

2. He has no comment to offer on the fact that the committee's report has ignored Centre for Distance Education completely.

3. As mentioned above, this committee is meant for restructuring of the Schools and not for creation of new Institutes.

With regards,

Yours sincerely,

Sd/-

(M.S.Padma)

Encl: a. a

5:1:3:(22)

To

ANNEXURE-'O'

The Vice-Chancellor,
NEHU, Shillong.

Dated 24th, Nov'93.

Sub: Reorganisation of Schools.

Sir,

The existing School of Library and Information Science, though presently having one department only, had been created in 1985 with the intention to bring under its purview all those other departments and centres which are concerned with either processing management or dissemination of information. This perspective is missing in the report.

As such, the School is of the view that :-

The nomenclature of the existing School may be changed to "School of Information and Management Studies" as to include under it the following departments and centres :-

- (1) Department of Library and Information Science.
- (2) Department of Commerce
- (3) Department of Social Work
- (4) Centre for Science Education
- (5) Centre for Adult and Continuing Education

In future when departments of Management, Journalism and Computer Science are created, they can well fit in this School.

Yours faithfully,

S/d
(J.O. Binwal)
Dean School of Library and Information
Science.

Views of the faculty members of the School of Life Sciences on the recommendations of the Committee constituted to examine the proposal for amendment of Ordinance OAL, OA 2, OA 3 and OA 4.

1. Department of Forestry may be kept in the School of Environmental Sciences or in the School of Agriculture and Rural Development.
2. School of Environmental Sciences may be retained.
3. The size of schools is not balanced like the School of Humanities which has 10 departments. The size needs to be reduced.
4. Department of Social Work may be shifted to School of Social Sciences.
5. Department of Public Administration may be shifted to School of Economics and Resource Management.
6. Departments which are approved in the existing ordinance but do not exist should be assigned a School (e.g. Department of Microbiology) in the ordinance.

Dated: November 22, 1993.

Sd
(R.S. Tripathi)
Dean
School of Life Sciences
NEHU, Shillong.

To

ANNEXURE 'Q'

The Vice-Chancellor,
NEHU, Shillong.

No.143-44

November 23, 1993.

Subject : Proposed re-organisation of schools of studies.

Dear Sir,

With reference to the subject cited above, you may recall that the Head of the English Department as well as dissenting from the committee's report, of which he was a member, said he had forwarded the views of the English department to you at the meeting of Heads and Deans held on the 20th of this month.

I am constrained to inform you that I was never consulted in this matter nor was the note of the Head routed through me. This Note, therefore, does not express the concerted view of the English department and lacks legitimacy.

I consulted the Head and some other members of the Khasi department. Their considered opinion is that a school of Humanities comprising the departments of Khasi and English among others is a very desirable proposition and that single department schools must be abolished. This view has all my support and recommendation.

With regards,

Yours sincerely,

S/c
(N. Haan).

Copy to : The Head, Khasi Department, NEHU, Shillong.

S/c
(N. Haan).

To

The Vice-Chancellor,
NEHU, Shillong.

No. F.2-13.PTY/SES/92-65
November 26, 1993.

Subject: Observations on the Report of the Committee
(Re-Organisation of Schools of the Studies)
under Academic Council resolution No:92:5:
01:(2) and the Heads and Deans meeting held
on 20th November, 1993.

Sir,

With reference to the above, I would like to submit the following views of the Department of Geography, NEHU, on the recommendations submitted by the Committee constituted by the Academic Council (vide resolution No.45:92:5:01:(2), to suggest modified structure of the Schools, Departments and the Centres in NEHU. In this regard, I would like to add that the Department of Geology (Kohima Campus) and the Centre for Forestry (Aizawl Campus) also hold similar views and will be communicating with you directly. The views are -

a) Conventionally, such a Committee should consult the concerned School /Departments/Centres to understand the organisation and thrust of their respective academic curricula. This becomes all the more important and necessary, when the membership of the committee does not reflect uniform representation of concerned Schools/Departments/Centres.

b) In the absence of such necessary consultations, the recommendations of the Committee appear to be unilateral, unscientific and lacking in a proper understanding of the academic as well as intellectual pursuits and requirements of individual academic disciplines.

c) In the light of the above, we are at pains to point out that a Committee of academicians of repute of its members was expected to treat this exercise not merely an administrative one but as an intellectual and academic one. The case of the Department of Geography, Geology and Forestry (alongwith M.Tech in Geology, Department of Architecture and Institute of Planning—these were approved by the Academic Council and ED) so far organised under the School of Environment Science is an apt example to support the above contentions.

d) The objectives as envisaged in the said AC Resolution regarding amendments to ordinance OA-1, OA-2, OA-3 and OA-4 have not been explicitly spelt out. The large number of schools could not be construed as a good reason for such purpose. The visions enshrined in the original Ordinance and the 'revised vision' of such reorganisation and its impact on the future academic life of the University are to be spelt out in clear terms.

e) During the previous such move, the AC had returned the proposal (42nd AC) with the observation that explicit opinion of all relevant schools and departments must be taken before finalising any future proposal. It appears that the honourable committee did not follow the spirit of the AC observation

f) Many schools affected by the current move are the ones wholly brushed aside in representation in the Committee. Furthermore, the Committee did not even seek opinion on such a vital matter from the concerned schools of studies and departments, a fundamental principle in a corporate endeavour.

g) The Schools of studies are normally organised on the basic academic interaction between departments and centres, so organised. This basic principle has also not been followed in the 'suggested reorganisation'. Say for example, History moving out of social science or Geography (with a M.Sc. Syllabus clubbed with Economics and Library Science) does not provide enough justification and comprehension.

h) Certain archaic nomenclatures have been revived, whereas they have been discarded everywhere else (like Humanities). (One does not know what exactly it means) and schools of 'Environmental Sciences' have been dropped (whereas many Universities are opening these faculties).

i) There is also no mention of proposed departments like Department of Architecture, Institute of Planning in the School of Environmental Sciences which were approved by AC and EC of the University during 1990 & 1991. Would it therefore mean that these proposed departments/Institutes are to be discarded, which already hold an ordinance status. It may be mentioned that department of Architecture, a technical subject with immense employment potential was already there in the first NCHU ordinance 1973. Now in the new scheme of things, where are their place or are they totally irrelevant? There need to be answered.

j) It appears the whole exercise has been based on convenience than on careful logical thought and mind applied to the problem. It needs wider discussion, if ever it has to be implemented. The faculty of geography is unanimous in showing their resentment in not accepting the suggested scheme.

Yours faithfully,

Sd/- R. Gopalakrishna

5:1:3:(27)

A NNEKURE 'S'

Ref. No: FOR/BPCS/01-70
dtd. 27.11.1995

Prof. L.K. Jha
Dept. of Forestry

To,

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

Subject :- Reorganisation of School.

Ref : Telegram of Dean, School of Environmental Science
to send views to Honb. Vice-Chancellor.

Sir,

I write to apprise you that agricultural science and forestry are kept together in most of the universities. More than 50 per cent courses offered by Department of Forestry are related to Agricultural Science (viz. Agronomy, Soil Science, Soil Conservation, Horticulture, Plant Breeding, Propagation, Entomology, Pathology, Extension Education etc.)

Indian Council of Agril research is conducting exam. for selection of lecturer/Scientist in Forestry. Forestry student gets job in ICAR - Research Institutes, KVKs, and SAVs.

As per my knowledge out of ten Forestry teaching universities, four have separate School of Forestry and in rest this Department is placed under School of Agril. Sciences. Thus, in my view School of Agril. Science is proper place for Department of Forestry.

Kindly consider it.

With regards.

Yours faithfully,

Sd/-

(L. K. JHA)

Copy to :-

The Assistant Registrar (Conference)
NEHU, Main Campus, Shillong.

5:1:3:(28)

ANNEXURE-'T'

NORTH EASTERN HILL UNIVERSITY
MAYURBHANJ COMPLEX NONGTHYMAI
SHILLONG - 793014.

Head,
Department of English.

No. 124 (1)

Dated the 26th November, 1993.

To

Mr. J.M.S. Khongwir,
Assistant Registrar (Conf),
NEHU., Shillong.

Dear Mr. Khongwir,

This has reference to the decision taken at a meeting of all Deans of Schools and Heads of Departments with the Vice Chancellor on November 20, 1993 in the Seminar Hall, Mayurbhanj Complex inviting comments from departments on the recommendations made by the committee which was asked by the University to examine the proposal for amendment of Ordinance OA-1, OA-2, OA-3 and OA-4 (vide AC Resolution No.AC:45:92:5004).

Department of English.

No. 124 (1)

Dated the 26th November, 1993.

The Department of English at an emergent meeting on November 26, 1993 discussed the recommendations of the committee referred to above and reiterated its earlier decision conveyed to Mr. O.D. Shira on August 19, 1993.

(a) The Department of English has functioned very well as a constituent academic unit of the School of Languages during the twenty years of its existence in NEHU and finds no academic justification in the recommendations made to accept the dissolution of the School of Languages.

(b) Further it recommends that for the proper growth and development of creative and critical literature in English, Khasi, Garo, Mizo and Naga Languages, the present structure of the School be retained with a minor change in the recommendations made by the University to examine the proposal for amendment of Ordinance OA-1, OA-2, OA-3 and OA-4 (vide AC Resolution No.AC:45:92:5004).

contd/-

5-13-29
Assistant Registrar (Cont.)

very well as a contact... Assistant Registrar (Cont.)

languages during the twenty years of its existence in MEHU and... Assistant Registrar (Cont.)

accept the dissolution of the school of languages... Assistant Registrar (Cont.)

This has reference to the decision taken at... Assistant Registrar (Cont.)

meeting on November 25, 1933 discussed the recommendations of... Assistant Registrar (Cont.)

the committee referred to above and reiterated its earlier... Assistant Registrar (Cont.)

decision conveyed to the U.S. ships on August 19, 1933... Assistant Registrar (Cont.)

very well as a contact... Assistant Registrar (Cont.)

languages during the twenty years of its existence in MEHU and... Assistant Registrar (Cont.)

accept the dissolution of the school of languages... Assistant Registrar (Cont.)

This has reference to the decision taken at... Assistant Registrar (Cont.)

meeting on November 25, 1933 discussed the recommendations of... Assistant Registrar (Cont.)

(iv) Revision of Syllabus of M.Lib.in

Library & Information Sciences:

The School Board of Library and Information Sciences in its meeting held on 8th November 1993, considered and approved the revision of Paper xvi syllabus of the M.Lib. Science (4th semester).

The revised syllabus is placed at Appendix - I for consideration of the Council.

PAPER XVI**COMPUTER APPLICATIONS IN LIBRARY AND INFORMATION SERVICES****HARDWARE**

Central Processing Unit (CPU). Input and output devices.
 Primary and secondary memory. Storage media and devices :
 Tapes, disks, floppies, CD-ROM.

TYPES OF COMPUTER

Mainframe. Mini. Micro : PC, PC/XT, PC/AT.

SOFTWARE

System software : Compilers, Interpreters, Operating systems : MS-DOS, UNIX. Application softwares.

DATA PROCESSING

Basics. Data Structure. Files. Components : Field, subfield, record format. Organisation : Sequential access, Direct access. Logical operations : Storing, sorting, retrieving, merging and validating.

DATABASE MANAGEMENT SYSTEMS (DBMS)

Databases : Concepts, Design and development process security, integrity, etc. data Models : Relational and object oriented. Bibliographic databases. Distributed databases and Knowledge bases.

PROGRAMMING

System analysis, Flow charting. Elements of Basic/Pascal programming.

TELECOMMUNICATION

Basics. Transmission Media and devices. Networks Local Area Networks (LAN), Wide Area Networks (WAN), Electronic mail Facsimile transmission.

OFFICE AUTOMATION

Word Processing : Wordstar/Wordperfect, Spreadsheets : Lotus 1-2-3. Desk Top publishing (DTP).

LIBRARY APPLICATIONS

Computerization of Library tasks, systems and services : Acquisition, Processing, Serials Control, Circulation and Management Information System (MIS), Services : S, SDI, Bibliography Compilation, Local Documentation Lis, Bibliographic Formats : MARC, UNIMARC and CCF. Integrated Library database design and development, Packages DS/ISE and WILIMAX.

Text Books

1. Sanders, Donald H. Computers today. 3rd edition, McGraw-Hill, 1988.
2. Kashyap, M.M. Database systems : design and development. New-Delhi: Sterling, 1993.
3. Revichandra Rao, I.K. Library automation. New Delhi : Wiley Eastern, 1990.
4. CGP : Common Communication Format. 3rd edition. UNESCO, 1993.
5. CDS/ISIS Manual. UNESCO, 1993.
6. Madras Library Association Library automation, Madras, Library Association, 1986.

RECOMMENDED BOOKS

1. Fuori, William M. and Augiero, Lawrence J. Computers and information processing. 2nd edition, Prentice Hall, 1989.
2. Date, C.J. : An introduction to database systems. 5th edition, 1992.
3. Martin, James and Leben, Jol. Principles of data communication. Prentice-Hall, 1988.
4. Hunter, Eric J. ABC of BASIC. London, Clive Bingley, 1982.
5. Lahiri, A. Indian model for database services. New Delhi, NISSAT, 1992.
6. University Grants Commission. INFLIBNET. New Delhi: UGC; 1989.
7. Zokorczy, P. Information technology. 2nd edition London : Pitman, 1985.
8. Hunter, Eric J. Computerized Cataloguing, London. Clive Bingley, 1985.
9. Hayman, Lynne, Ed. 101 uses of dbase in libraries. London : Meckler, 1992.
10. Brandt, D. Scott. Essential guide to UNIX in libraries. London, Meckler, 1992.
11. Atkinson, L.V. Pascal programming. John Wiley, 1980.
12. Hawskley, Chris. Pascal programming : a beginner guide to computer programming. Cambridge University Press, 1983.
13. Brownstein, Mark- dbase IV: beyond the basics. New York : John Wiley, 1991.
14. Salagurusamy, E. Programming in BASIC, 3rd edition. New Delhi : Tata McGraw-Hill, 1993.
15. Napier, H. Albert. Mastering lotus 1-2-3. Boston; Boy and Fraser Publishing Co, 1988.
16. Norton; Peter. DOS guide. New-Delhi : Prentice-Hall, 199.
17. Mabbett, Alan. Getting started with wordstar. Cambridge University Press, 1986.

18. MS-DOS reference manual
19. UNIX/XENIX reference manual
20. Ravichandra, Rao. I.K. Computer softwares for information work and services. DRTC ANNUAL SEMINAR. 23(1989).
21. Gredley, Ellen and Hopkinson, Alan, Exchanging bibliographic data : MARC and other international formats. London, Library Association, 1990.

5/3-Research-

- (iii) Proposal for exemption of University employees from the bar to undertake employment while pursuing research for Ph.D Degree.

In the last Academic Council meeting held on 14th May, 1993 the proposal for Exemption of University employees from the bar to undertake employment while pursuing research for Ph.D Degree was discussed and the Council desired that the matter be referred to the other Schools of Studies for consideration and their comments be brought to the Academic Council.

Accordingly the comments of the Schools of Languages, Social Sciences, Education, Physical Science, Environmental Science, School of Agricultural Sciences and Rural Development, Library and Information Sciences were called for.

The comments received are as follows:

School/Department	Comments
1. Head, Department of Education, NEHU, S-hillong.	Part time provision if given to staff members will adversely affect the normal office work and the Department is not in favour of making such provision in the Ordinance
2. Head, Centre for Adult & Continuing Education, NEHU, Shillong.	The proposal suggested by the Board of Research Studies for exemption of University employees from the bar to undertake employment while pursuing Ph.D be accepted.
3. Dean, Library and Information Sciences, NEHU, Shillong.	In favour of the proposal
4. Director, Centre for Distance Education, NEHU, Shillong.	Opinion that this practice may be continued but in Sciences feasibility of Part-time Ph.D work by University employees has to be decided by the School of Sciences.
5. School Board of Languages.	Endorsed the proposal.

The matter is placed before the Council for consideration.

(vi) Proposal for enhancement of the rate for evaluation of answer scripts for Degree exams. be

In view of the introduction of the objective type questions at the PU level, the rate of remuneration for the evaluation was raised from Rs.2.50p to Rs.4/-.

The Principals' Conference in its last meeting has pointed out that similar objective type questions are also being introduced at the Degree level w.e.f. the examinations of 1994. The Conference, therefore, recommends that the rate of the remuneration for evaluation of answer scripts at the Degree level be increased w.e.f. 1994 examination.

It is, therefore, proposed that the University may raise the remuneration for evaluation of the answer scripts for the degree candidates from Rs.3 to Rs.4.50p per script.

The matter is placed before the AC for consideration.

5:6 - Establishment of new Deptts./Centres/Courses

- (ii) Possibility of providing admission to Private candidates for the Post-Graduate Programmes in Social Sciences and Humanities.

The Academic Council in its meeting held on the 14th May, 1993 considered the modalities which were worked out by the Committee for admission private candidates to the Post-Graduate Courses. The Council was referred the matter to the Director, Distance Education for comments on the feasibility of starting Post-Graduate Courses through correspondence. The comments of the Director is placed at Annexure-'g' for consideration of the Council.

**FEASIBILITY OF STARTING POSTGRADUATE
COURSES THROUGH DISTANCE MODE IN SOCIAL
SCIENCES AND HUMANITIES IN NORTH-
EASTERN HILL UNIVERSITY, SHILLONG.**

The system of distance education has established itself all the world over. Our experience reveals that with the increase in the number of scholars and the needy youth aspiring for higher education, this system has proved one of the best alternatives to the conventional system. Now it has come to stay as an independent and significant mode in the educational set up of the country and has gained wide acceptability and recognition.

OBJECTIVES :

The main objectives of distance education are :

- (i) to provide a system of student-centred self-paced learning ;
- (ii) to provide a flexible, diversified and open system of education.
- (iii) to develop by providing wider access to higher education to persons of all ages and sex particularly to working persons and to economically or otherwise handicapped and persons residing in remote areas ;
- (iv) to provide means of upgradation of skills and qualifications; and
- (v) to develop education a life long activity so that the individual can refresh his knowledge in existing disciplines or to acquire knowledge in new areas.

Contd ...2/-

TRENDS IN DISTANCE EDUCATION IN INDIAN UNIVERSITIES :

The Central Advisory Board of Education at its meeting held on 8-9 March 1992 decided that every state must have an Open University and an Open School. In 1989-90, the coverage of higher education by four Open Universities and 41 Distance Education Institutes in our country was about 15 per cent. By the end of the 8th Five year plan (1992-97) the distance education is expected to cover 50% of the anticipated increase in higher education. At present, forty-two conventional Universities offer distance education in addition to the National Open University and State Open Universities. However, there is no university in the North-Eastern region to offer distance education along with the conventional system.

The crude form of private study without any student support service from the educational institutions is fast disappearing with the introduction of self-instructional print materials. Now Distance education has become a well-developed multimedia teaching-learning system in the Open Universities in our country too, though the correspondence course institutes continue to depend on print medium without adequate student support services. In the Vice-Chancellor's Conference held on 26th May 1993, Prof. S.K. Khanna, Vice-Chairman of U.G.C. emphasised the necessity for expansion of Distance Education as one of the major steps towards universalisation of education. He said, "It would be ideal to introduce distance education methodology in the formal system as well. To begin with, some Universities could try to cover ten to twenty per cent of their course through distance mode".

The U.G.C. and IGNOU are encouraging borrowing/sharing course materials developed by other institutions for economy of resources. Distance Education courses and formal, full time courses are not two entirely separate and mutually independent groups. The universities should enable the students to do part of a degree course or some subjects through formal full time course and some subjects through the distance mode. Distance education students deserve treatment at par with regular university and college students in matters of admission to higher courses and to the award of degrees.

JUSTIFICATION OF DISTANCE EDUCATION AT POSTGRADUATE LEVEL IN THE NORTH-EASTERN HILL UNIVERSITY:

The quantitative expansion of School Education in the N.E. Region has generated tremendous pressure for admission to higher education. There were agitations and several tense situations in different educational institutions during admission time. As the country has not enough resources to multiply formal educational institutions for higher education, an alternative is distance education. Secondly, for a long time higher education has been confined to the privileged few and this elitism still persists. Elitism in education and democracy in politics do not go together. For political institutions in the country, there is no alternative but to democratise higher and school education with a view to providing access to higher education for anyone who is interested in it. Thirdly, the interests of employed people who want to improve their academic qualifications and raise their socio-economic status as well as vertical mobility cannot be neglected. Fourthly, Indira Gandhi National Open University is offering distance education courses in the conventional subjects only at the undergraduate level. Hence there is genuine demand for postgraduate course in social sciences and humanities through distance mode in the conventional disciplines. Those who could not avail the first chance for higher education due to one reason or the other, look forward to NEHU for a second chance to fulfill the legitimate aspirations of the people of the hill areas of the North-Eastern region, through distance mode.

FEASIBILITY OF PROVIDING ADMISSION TO PRIVATE CANDIDATES FOR THE POSTGRADUATE PROGRAMMES IN SOCIAL SCIENCES AND HUMANITIES:

1) There are mainly three possibilities based on resources available.

- a) Correspondence course with student-support services;
- b) Multi-media approach with full-fledged student-support services, and
- c) Private study with minimum student-support service.

2) For a variety of reasons, the pattern of regular courses may have to be followed in the beginning. We may start with one or two subjects only.

3) Criteria for admission to distance education should be as flexible as possible. Those who have passed the next lower level of examination—three year degree, should be admitted for post-graduate degree. Two year graduates have to successfully complete a bridge course to qualify for admission to postgraduate programme.

4) Internal assessment in the form of assignments or project report is possible. The Centre For Distance Education can function as a Comprehensive Study Centre for students of IGNOU and distance learners of NEHU. Other IGNOU Study Centres in the region also can function like that.

5) The preparation of instructional material is crucial to the success of the entire programme of Distance Education and would require adequate preparation for the division of the course into integrated units and for the supply of lessons to the learners well in time. The panel of lesson writers should be drawn up by subject committees.

6) Personal contact programme should be essential part of distance education and the study centre will arrange it with the cooperation of the concerned department in NEHU.

7) University and Departmental library and other infrastructural facilities are available for starting distance education on a small scale in one or two subjects.

contd....5

- 8) The Institute/Directorate of Distance Education should have
(a) minimum core staff on its strength; (b) Part-time consultancy;
(c) persons working on part-time basis and a system of payment of remuneration to faculty members outside the Directorate.
- 9) Fee from students of distance education courses should be realistically prescribed so that the distance education wing of the University does not go into deficit. In view of this no large non-recurring or recurring assistance is needed from the University/UGC except initial investment. UGC developmental assistance of 7.5 lakhs for five years period is possible if the courses are at post-graduate level and the University has to make a project proposal to claim such assistance.
10. The Committee constituted by the Vice-Chancellor to examine composition, powers and functions of Advisory Committee and Steering Committee of Centres of Studies of NEHU recommended recently "The Centre For Distance Education should be governed by a different Ordinance devised to suit its very specific needs and functions". Hence it is desirable to change its name from "Centre for Distance Education to "Institute of Distance Education" under NEHU with adequate academic, administrative and financial autonomy to ensure accountability.

5:7:19(1)

(xix) Provisional affiliation of Bungkawn College
upto F.U. level

Bungkawn College has applied for grant of provisional upto P.U. level with subjects - English, Mizo(MIL) and (Elective), Economics, Political Science, History and Education.

The college was inspected for the purpose and the Inspection Report is placed at Annexure A for consideration of the Council.

NORTH EASTERN HILL UNIVERSITY
SHILLONG.

INITIAL AFFILIATION

Inspection Committee Report (to be submitted to the University in duplicate)

1. Name of the College Bungkawn College
2. Its sponsoring authority Local Governing Body
3. The Legal Status of the College (Whether college is a registered body under Societies Registration Act)
Yes, certificate of registration attached with original application.
4. Whether the college is having a Governing Body duly constituted for the purpose: Yes (attach a copy of the constitution).
5. Any special features of the governing body constitution which deserve special attention for the grant of affiliation:
The governing body constitutes of people who are educated, well placed and responsible.

Physical and financial resources.

6. Whether the college is already located at its own site: NO.
(a) If not, whether the college has already acquired land:
Not Yet.

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

At present the college is housed in a primary school building. The inspection team was informed verbally about the future plans for expansion. In the present shape the site appears to be quite small for a college having about 400 students.

7. The college is seeking affiliation for offering the following courses in :-

<u>P.U.LEVEL.</u>	<u>DEGREE LEVEL</u>
English, Mizo (MIL), Mizo (Elect) Economics, Pol. Science, History and Education.	-----

8. Students seeking Admission :-

P.U. Arts P.U. I 229.	B.A.
P.U. Science P.U. I 176.	B.Sc.
	B.Com.
P.U. Science-----	
P.U. Com -----	

9. Whether the college has adequate number of titles of books and journals for the courses of study mentioned at para 7 above :

See the comments attached with item No. 15.

- (a) If no, do you recommend that the college should be affiliated pending acquisition of books/journals:

10. (a) Reading room facilities

Size 15' x 15'

Adequate/Inadequate.

(b) Classrooms

Size 2 Nos. 18 x 12

2 Nos. 18 x 30

- do - do -

(c) Students' Common Room

Size X

- do - do -

(d) Teachers' Common Room

Size 23 x 19.

- do - do -

11. Whether the college has adequate equipment/laboratory facilities for practical classes: N.A.

12. Name of the teachers with Post-Graduate Degree/Specializations

<u>NAME</u>	<u>LECTURER IN</u>	<u>P.G. DEGREE WITH GRADE OR SPECIALIZATION.</u>
1. Dr. H. Vanlalhluna	Principal;	61% Political Science.
2. Dr. K. Vanlalmawia	Mizo	53% Philosophy.
3. Mr. C. L. alchungnunga	Mizo	62% Geography
4. Miss Lalrimawii	English	53%
5. Mr. K. Zomuana	History	52%
6. Mr. O. Rosanga	History	8
7. Mr. I. Zahluna	Pol. Scienc2	3.93.
8. Mr. L. alnithanga	Economics	51.38.
9. Mr. Lalrikhuma Sailo	Economics	59
10. Mrs. L. alianzuali	Education	62.38.
11. Miss Lalbiakzami	Education	54.31.

13. Whether the college has adequate No. of qualified teachers in the subject for which affiliated is sought:

See item No. 15.

14. Whether the college is maintaining a fixed term deposit of Rs. 1,000,000/- in any bank.

Yes/No : YES : If yes, the fixed deposit certificate -

No. SD/A 697184 dated. 22.9.93.

for Rs. 1,00,000/-

in the SBI, Aizawl.

(mention the name of the Bank and Branch.)

15. Any other observation(s):

The inspection team has the following observations to make.

1. Library

i) Most of the books in English, Economics, Pol. Sc. Education and History are copies of the prescribed text books published by NEHU. For example, there are 20 copies of an Anthology in English. The other books are mostly advanced Literary Histories of English whose relevance for P.U. level students is not very clear.

ii) The Library does not have a qualified librarian. The present incumbent is a person with school leaving certificate qualifications.

iii) The present reading room is very small and cannot seat more than 10 or 15 students.

2. Furniture and classrooms

i) The college has 4 classrooms. The biggest classroom is used to seat 128 students of P.U. I yr. Section A. The room had inadequate number of benches to accommodate the number of students admitted in the class. The other rooms are smaller and have even fewer benches.

3. Working Funds and Finances.

The college has a monthly expenditure of about Rs.24,000/-. They have received some non-recurring grants from the Government of Mizoram to the tune of Rs.20,000/- for furniture and they also collect Rs.50/- per month as tuition fee from each student which comes to about Rs.20,000/1 per month. Besides they get some donations from the local bodies also. They seem to have the necessary working funds.

4. Teachers.

i) There are 4 teachers who do not fulfil the minimum standards prescribed by the University.

ii) In English there is no qualified teacher whereas in History Mizro and Economics there is 1 teacher each who do not have 55% marks.

5. The college is at present running in the morning shift only.

16. Recommendations:

Note. 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.

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

In the light of the observations of the inspection team mentioned above, it is felt that to ease the problems of 405 students admitted to the college, they may be allowed to appear in the University examinations as a special case.

The college may be affiliated once the shortcomings mentioned in item No.15 are fulfilled. These include.

1. The college should acquire its own land and show proof of constructing its own building.
2. It should have a full-time Principal.
3. Qualified Librarian is appointed.
4. The Library acquires the necessary books.
5. At least one qualified teacher for each subject in appointed unless the Academic Council decides to condone all the qualification of teachers at P.U.level.
6. Adequate furniture is squared by the college to seat all the students admitted by it.

Another inspection may be carried out during 1994 if necessary decide whether conditions mentioned above have been met.

Signature of the member of the Inspection Team.

Sd/-R.Lalthanhang 9/11/93.

Sd/D.S.Ganguly.

Sd/- 12/11/93.
(D.D.Ganguly)
15/11/93.

Sd/- Illegible.
15.11.93.

Sd/-R.S.Wangu).

5:7:20(1)

(xx) Introduction of Major courses in Zirtiri Women's College, Aizawl

Zirtiri Women's College, Aizawl has applied for the introduction of Major in English, Economics, History, Political Science and Education.

The Inspection Team in its Inspection Report(~~Annexure-A~~) recommended to teach Major classes in English subject on condition that another teacher is appointed within one year and at least 200(two hundred) books are required for the Library in the subject. For other subjects as the number of teachers is much less than the stipulated number laid down in the Ordinance, the Inspection Team is not in a position to recommend affiliation in Education, Political Science, History and Economics. However, the Academic Council may devise ways and means to help the students already admitted in these courses.

The matter is placed before the Council for Consideration.

NORTH EASTERN HILL UNIVERSITY

SHILONG.

FOR NEW COURSE/UPGRADATIONINSPECTION REPORT

1. Name of the college: ZIRTIRI COLLEGE

2(a) Year of affiliation and corresponding: P.U(A) 1981 BA(P) 1985
University Notification No.

(b) Level to which affiliation: P.U/BA/B.Sc/B.Com.

B.Sc(H) Home Science and B.A(P) in other subjects.

3. Affiliation/Permission sought to
upgrade to or BA/B.Sc. Pass course in _____

Introduce (a new subject)

B.A (HONS):-

English, Economics, History, Pol. Science
and Education.

B.Sc. Hons. in _____

B.COM. in _____

4. Admission (for the last three years)

Year	P.U. B.Sc. I	B.Com. I.	B.A. III.	B.Sc. III.	B.Com. III
91	176		78		
92	217		70		
93	311		112		

Major this year. Eng.-10, Eco-4,
Edu-12, Pol.Sc-28
and History-10.

5. Result of University examination during the last three years.

Examination.	Year	Percentage of Pass.
B.A(P)	91	53
	92	73
	93	53.

6. In case the college is seeking Honours in a subject (a) for which
it has already a Pass Course please give below the No. of students
admitted in the last three years and their results for these
years in the SUBJECT in which College has applied for Honours.

YEAR	NO. OF STUDENTS APPEARS	% SUCCESS
91	72	53
92	70	73
93	112	53.

contd. 2/-

7. FUNDS :

(a) Whether the College is having a Reserve Fund in long term Fixed Deposit:

N.A. being a Govt. College.

If yes, the details thereof:
(Bank No. of Term Deposit Receipt, etc.)

N.A. at Govt. College.
Income-27,46,000 appx.
Exp. 26,42,999 appx.

(b) Present working Fund:

B. Qualification/Specialization of the Teaching Staff (of the relevant subjects only)

<u>Name and Designation</u>	<u>Qualification (with grade and subject in P.G.)</u>
1. C.S. Pradhan	M.A. II English.
2. A.H. Poonte	M.A. I -do-
3. H.D. Santos	M.A. I -do-
4. C.K. Naik	M.A. II -do-
5. R. Rotluanga	M.A. I -History-
6. K.L. Pradhan	M.A. E+, Ph.D. -do-
7. Laluntluanga	M.A. I Economics.
8. Thanglura	M.A. I+ -do-
9. C. Lallianzauva	M.A. I Pol. Science.
10. Lalbiakhlum	M.A. I -do-
11. H. Lalunliana	M.A. I Education.
12. Lalhmingliana	M.A. I -do-

NOTE: THE UNIVERSITY REGULATION STIPULATES THE FOLLOWING STAFFING
REQUIREMENT

LEVEL/CLASS	MINIMUM NO. OF TEACHERS IN EACH SUBJECTS.
a) P.U. Non-Laboratory	One
b) P.U. Laboratory	Two
c) Degree Non-Laboratory (Pass)	Two in all subjects and 3 in English.
d) Degree Laboratory (Pass)	Six of whom four should be Lecturers & other Elective Languages in which there should be at least five
f) Degree Laboratory (Pass) + Non. + P.U. Laboratory	Seven of whom six shall be Lects.

9. LAND AND SITE

- a) Whether the college is having permanent building on its own land
 b) Area of the college campus- 55 x 60 70x70
 c) Accommodation give size):- 1347 sq.mt. old 70'x30' - 3
 50 x 30 3

1. One room for the Principal - 1
2. One room for the Vice-Principal -
3. One room for the college Office-1
4. For staff common room-1 Adequate/Inadequate.
5. Common room for boys and girls-1.
6. Library with reading room-1.
7. Class room 5 16x10 Adequate/Inadequate.
for (honours)
10. Workload of Teachers : 12 per teacher per week.
11. Library books:- 3700
Total volumes. 3700

Subjectwise break-up (of relevant subjects only):

English-501
 Pol.Sc -328
 Eco -324
 Edu -363
 Hist -349

Whether the college has a trained librarian : YES

12. Laboratory facilities

- a) Whether accommodation is adequate or not: }
 b) No. of shifts the students do their practicals. } N.A.

13. When was the last governing body meeting. } N.A.

14. Any other relevant information(s) point(s)

RECOMMENDATIONS

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

The college may be permitted to teach Major Classes in English subject to the condition that another teacher is appointed within one year and another atleast 200 books are acquired for in the Library in the subject. For other subjects as the number of teachers by the Ordinances, the inspection team is not in a position to recommend affiliation in Education, Pol.Sc., History & Economics. However, the Academic Council may devise ways and means to help the students already admitted in these courses.

Sd/-R.Lalthantluanga
23/11/93.

Sd/- R.Lalthantluanga
23/11/93.

Sd/-A.K.Agarwal
23/11/93

Sd/-Dr.R.S.Wangu.
23/11/93.

Sd/-
23/11/93.

Sd/-D.S.Ganguli
23/11/93.

5:8- Others -

(vii) Combination of Geography with other subject at P.U. level

As per the subject combination at P.U. (Arts and Science streams, Geography is allowed to be offered with Economics, Mathematics and Statistics in one of the Core group of P.U. Arts. The subject may also be offered as the Fourth subject with the restriction that it cannot be combined with Anthropology and Home Science.

In the P.U. Science stream, Geography can be offered with Geology and Chemistry in a core group as well as a Fourth Subject. Annexures (B) & (C) of the P.U. Board meeting (held on 5.8.92) are annexed.

The decision to offer Geography with certain restrictions has been taken by the P.U. Board and ratified by the Academic / Executive Council with a view mainly to curbing the number of Examination days and also to rationalise the subject combinations.

Now, the Head, Department of Geography has placed an agenda item to include Geography more liberally in the subject combination with other Arts and Social Science streams.

The matter, which was normally to be passed by the P.U. Board, could not be placed before the Board in a short notice. However, the Vice-Chancellor has authorised its inclusion in the Agenda.

The matter is placed before the Academic Council for consideration.

Annexure - C

Pre-University Science :

I. Compulsory Papers

- a) English - 2 papers
- b) IIL/Alternative English - 1 paper

2. A student may offer any one of the following core groups of subject combinations as Elective subjects :

- a) Mathematics, Physics, Chemistry

OR

- b) Physics, Chemistry, Biology

OR

- c) Mathematics, Statistics, Physics

OR

- d) Geography, Geology, Chemistry

3. a) A student may offer any one of the following subjects as fourth subject :

Mathematics, Geography, Geology, Physics, Anthropology, Home Science, Computer Applications, Biology/Advance Mathematics, Statistics, Psychology.

3 - 310/99A

(Minutes of the meeting of the Pre-University Board held on 5.8.92)

Pre-University Arts :1. Compulsory Papers

a) English - 2 papers

b) ML Alternative English - 1 paper

2. A student may offer any three subjects from any one of the following core groups of subject combinations as Elective subjects :

(a) History, Political Science, Education, Logic/Home Science

OR

(b) History, Political Science, Economics, IInd Language/ Psychology

OR

(c) History, Education, Economics, IInd Language/Psychology

OR

(d) Economics, Geography, Mathematics, Statistics

3. A student may offer any one of the following subjects as fourth subject :

Logic, Economics, Education, Pol. Science, IInd Language Computer Applications and Psychology.

OR

A student may offer any one of the following subjects as a fourth subject with restrictions as given below :-

(a) History may not be combined with Mathematics.

(b) Geography/Anthropology/Home Science may not be combined.

(c) Classic and Statistics may not be combined.

(To be read in continuation with item No:5:1:5 - Proposal for amendment of Ordinances OA-1,OA-2,OA-3 and OA-4)

5:1:3(30)

ANNEXURE - U

CSE/93-3047.

URGENT FOR CONSIDERATION
IN MEETING OF ACADEMIC COUNCIL

1st December, 1993.

To,

The Vice-Chancellor &
Chairman,
Academic Council,
NEHU, Shillong.

Subject :- RE-ORGANISATIONS OF SCHOOLS IN NEHU-RECOMMENDATIONS OF SCHOOL OF PHYSICAL SCIENCES.

Ref :- REPORT OF THE A.C. COMMITTEE AS PER A.C. RESOLUTION NO.AC:45:92:5:01(1) & ALSO TO DEAN'S LETTER NO.7069 OF 30th NOVEMBER, 1993.

Sir,

Unfortunately, I happen to be busy on 26th November and therefore could not attend the meeting convened by Dean, School of Physical Sciences. I have received this copy of the letter addressed to your good-self and good office for consideration of recommendations made.

I am pleased to know the re-action of the faculty of School of Physical Sciences, which has differentiated the Centre for Science Education for its nature of activities, different than other departments as mentioned in the letter. However the word nature of activities has not been clarified explicitly. Therefore, I thought it advisable to bring it to your notice the following :

- : Centre for Science Education as you very well know different and Non-Conventional in its nature and is committed to simulate environment for cultivation of scientific spirit, attitude and scientific methods involved in teaching and learning situations of Science.
- : Centre for Science Education has been recognised as an important unit by Committee on Science and Technology in developing countries, International Council of Scientific Unions, International Committee on Teaching of Science and UNESCO.
- : It is for the nature of the activities of the Centre UNESCO Chief, in recent workshop had made a statement that the Centre for Science Education, in particular Prof. Man Mohan Singh, has been requested to work out a collaborative programme and UNESCO takes the responsibility to negotiate at the international level to support such a scheme.

(.)

P.T.O.

- : This is true that Centre for Science Education is committed to cultivate scientific spirit, enquiry, attitudes and methods by even re-defining the traditional concept of Science which were at times recognised both to only through information and knowledge.
- : It may also be understood that faculty of School of physical Sciences has been recognised as faculty to practice Education of Science more than research and pure Sciences.

Despite the facts above mentioned, if faculty of School of Physical Sciences, yet feels that they would like to dis-associate the Centre for Science Education from its privileged association of School of Physical Science, it is perhaps a wish of good luck for the centre for autonomous structure and existence. I should thank them all. Had the scientific rationale for such a shift in their attitude be expressed explicitly I would have remained silent.

You may kindly even recall that the creation as well as the change of nomenclature of the Centre had unanimous approval of the School Board on record. Whereas change of attitude seems to lack any scientific explanation.

You may seek the advice of the Academic Council to solve the problem, However I may very clearly state that neither the Centre nor I personally, have any problem with any faculty or the School of Physical Sciences.

With kind regards.

Yours Sincerely,

Sd/-

MAN MOHAN SINGH.

C.C. Dean, School of Physical Sciences, North-Eastern Hill University,
Shillong.

5:2:5(1)

5.2.5(1)

- (v) Proposed syllabus for Computer Science
in B. Com.

In its 45th meeting held on 7/8th December, 1992, the Academic Council approved the syllabus in Computer Science for B.Sc and desired that the Computer Science syllabus for B. Com, be considered first by the BUGS in Commerce.

The BUGS considered the syllabus and recommended some changes. The Expert Committee in Computer Science met on 27.11.93 and re-framed the syllabus to be offered in the 3rd year B.Com. The syllabus is placed at Annexure-A for consideration of the Council.

COMPUTER SCIENCE

(Major Course at Degree Level - Commerce Stream)

1. Course Structure**THIRD YEAR****MARKS****PAPER I:****Part A :**

Database Management Package (dBASE IV) and Electronic Spreadsheet (LOTUS 1-2-3; ver 3.2)	30
15 : dBASE IV theory	
15 : LOTUS 1-2-3 theory	

Part B :

dBASE IV and LOTUS 1-2-3 (Ver 3.2)	70
25 : dBASE IV Practical	
25 : LOTUS 1-2-3 Practical	
10 : Internal Assessment	
10 : Internal Assessment	

PAPER II:

Programming in COBOL	100
40 : Theory	
50 : Practicals	
10 : Internals	

5. Detailed Syllabus**PAPER I : PART A ::: dBASE IV****UNIT I****DBASE FILES:**

Concept of Files, Records, Fields.
Field types, Field names.

CREATING A FILE**CREATE, MODI STRUCTURE**

Appending, Editing, Deleting, Inserting fields in a structure.

SEARCHING A DATABASE

LIST, DISPLAY, GOTO, SKIP, NEXT

LOCATE, CONTINUE, BROWSE, LOOKUP()

Building Search conditions with the above commands

Scope, Field list.

SORTING FILES

SORT, INDEX, SET INDEX, REINDEX, SET ORDER

sorting on single and multiple fields.

Searching Indexed files using FIND, SEEK, SEEK(), FOUND()

EDITING

EDIT, BROWSE

INSERT, APPEND, APPEND BLANK, APPEND FROM, REPLACE

DELETE, RECALL, DELETED(), PACK, ZAP

CREATE REPORT

Totalling and Sub totalling

REPORT FORM TO PRINT

MODIFY REPORT

Creating Form letters

Printing Reports

CREATE CUSTOM SCREENS

CREATE SCREEN, MODIFY SCREEN

Adding, Deleting and Changing fields
in the screen painter blackboard.

Drawing boxes, Templates

LABELS

Creating, Modifying, Printing Labels

MANAGING NUMBERS AND DATES

SUM, AVERAGE, COUNT

DATE(), DAY(), DOW(), MONTH(), CMONTH(), YEAR(), DMY()

CTOD(), DTC(), DTOS(), TIME()

Date Arithmetic

Sorting by date

WORKING WITH MULTIPLE DATABASES

Opening, SELECT AREA, ALIAS

CREATE VIEW, MODIFY VIEW

Printing Reports from 2 databases

Merging two databases - JOIN

SET RELATION

UPDATE

FILE MAINTENANCE

COPY, RENAME, DIRECTORY, ERASE, LIST-STRUCTURE

SET DEFAULT, SET ALTERNATE, CATALOG

Creating Query Forms.

UNIT II

DEFINING ENVIRONMENT

CONFIG.DB

Important SET commands

SET ALTERNATE, BELL, CARRY, CATALOG, CENTURY, COLOR,
 CONFIRM, CONSOLE, DATE, DEBUG, DECIMALS, DEFAULT,
 DELEMTERS, DEVICE, DOHISTORY, ECHO, ESCAPE, EXACT,
 EXCLUSIVE, FIELDS, FILTER, FIXED, FORMAT, FUNCTION,
 HEADING, HELP, HISTORY, INDEX, INTENSITY, MARGIN,
 MENU, MESSAGE, ORDER, PATH, PRINT, PROCEDURE,
 RELATION, SAFETY, SCOREBOARD, STATUS, STEP, TALK,
 UNIQUE, VIEW.

MEMORY VARIABLES

Variable Types

DISPLAY MEMORY, STORE

RESTORE, CLEAR MEMORY

Maths on Memory Variables

INT(), ROUND(), LOG(), EXP(), SQRT(), ABS()

MAX(), MIN(), CEILING(), FLOOR(), RAND(), SIGN()

CREATING COMMAND FILES

MODI COMM

DO

DO WHILE...ENDDO

LOOP, EXIT, RETURN

IF..ELSE..ENDIF

DO CASE..ENDCASE

ACCEPT..TO

@SAY..GET..READ

INPUT

CLEAR TO, WAIT

TEXT..END TEXT

@row1,col1 TO row2,col2 [DOUBLE]

SCAN..ENDSCAN

SET PROCEDURE

DEFINE WINDOW

Arrays

DBASE FUNCTIONS

DATABASE FUNCTIONS:

BOF() EOF(), RECNO(), RECCOUNT(), DBF(), FOUND()

LUPDATE(), FIELD(n)

ENVIRONMENT FUNCTIONS:

COL(), ROW(), PCOL(), PROW()

INKEY(), TYPE(), FILE(<exp>), ERROR(), DISKSPACE()

LASTKEY(), READKEY()

STRING FUNCTIONS:

ASC(), AT(), CHR(), DIFFERENCE(), ISALPHA()
 ISLOWER(), ISUPPER(), SOUNDEX(),
 LEFT(), LEN(), LOWER(), LTRIM()
 REPLICATE(), RIGHT(), RTRIM(), SPACE()
 STUFF(), SUBSTR(), TRIM(), UPPER(), VAL()

WRITING PROGRAMS

Structural Approach with examples

DEBUGGING

SET TALK, SET ECHO, DISPLAY STATUS, SET DEBUG

APPLICATIONS GENERATOR

Creating database, screen form, report form, label form

Setting colours

automatic applications generator

advanced applications generator

modifying application code

INTERFACING WITH OTHER SOFTWARE PROGRAMS

Interfacing with PFS file -

IMPORT FROM <filename> TYPE PFS

EXPORT TO <filename> TYPE PFS

Interfacing with Spreadsheets

COPY TO <filename> TYPE DIF[SYLK,SDF]

APPEND FROM <filename> TYPE SDF[DIF,SYLK,WKS]

Interfacing with Wordprocessors

REPORT FORM <name> TO <filename>

Sending dBase files to Wordstar's Mailmerge.

NETWORKING WITH DBASE

Concepts of Networking - LAN, File Server

SET EXCLUSIVE, RLOCK(), FLOCK()

QUESTION PAPER PATTERN

Unit I carries 9 marks and Unit II - 6 marks.

There shall be two questions from each unit, and one from each unit has to be answered.

BOOKS:

1. dBASE IV Manual
2. Alan Simpson, Understanding dBASE IV, BPB Publications, New Delhi

dBASE IV Practicals:

1. Create any database and add records to it.
2. Given a database try out the following commands.
LIST, APPEND, BROWSE, EDIT, DELETE, RECALL, PACK, DISPLAY, LOCATE, CHANGE, REPLACE, ZAP, COUNT etc
3. Given two programs trace their output.
4. Solve any 2 numeric problems using TOTAL, SUM, AVERAGE.
5. Program on Sorting and Indexing database.
6. Program on maintenance of a database (Add, Delete, Edit, Print)
7. Updating of a database using another database (Use set relation to)
8. Program on selecting records from a given database based on Simple or Compound conditions. (use set filter to)
9. Program on Screen manipulation (Clear, Say, Read, Get, etc)
10. Program on calling procedure files from the Main Program.

PAPER I : PART A :: LOTUS 1-2-3 (Ver 3.2)

UNIT I

BASIC SKILLS:

1. Spreadsheet Basics.
2. Moving around worksheet - cursor movement keys.
3. Mode indicators
4. Help facility
5. Use of function keys
6. Saving, quitting, retrieving

PROCESSING INFORMATION:

1. Entering formulas
2. Hierarchy of operations
3. Copying formulae
4. Absolute, relative, mixed ADDRESSING
5. Functions and types:
 - Maths : @SUM, @COUNT, @AVG, @MIN, @MAX, @ABS, @INT, @ROUND, @RAND, @PI, @TAN, @EXP, @COS, @SIN, @MOD, @SQRT, @LOG, @LN
 - Logical : @IF, @TRUE, @FALSE
 - Date : @NOW, @DATE, @TIME, @DATEVALUE, @TIMEVALUE, @DAY, @MONTH, @YEAR, @SECOND, @MINUTE, @HOUR
 - String : @UPPER, @LOWER, @PROPER, @LENGTH, @TRIM, @LEFT, @RIGHT, @MID, @FIND, @REPLACE, @EXACT, @STRING, @VALUE, @ISSTRING, @ISNUMBER, @CODE, @CHAR
 - Special : @VLOOKUP, @HLOOKUP, @INDEX, @CHOOSE, @COLS, @ROWS, @CELL, @CELLPTR, @NA, @ERR, @ISERR, @ISNA
6. Replication of functions.

UNIT II

WORKSHEET COMMANDS FOR:

FORMATTING WORKSHEET:

1. Altering Column width.
2. Alignment of Labels
3. Formatting numbers.
4. Formatting date and time.
5. Naming a range.
6. Protecting/Unprotecting cells/worksheet.
7. Marking cells for Input
8. Transposing cells.

UPDATING WORKSHEET:

1. DELETING, INSERTING rows, columns
2. ERASING cells, range, worksheet.
2. RANGE moving, copying, erasing

PRINTING OF WORKSHEET:

1. Selecting Range to print.
2. Incorporating Headings.
3. SETTING margins, borders
4. Print enhancements
5. ALIGN, Line, Page options.

UNIT III**ADVANCED WORKSHEET COMMANDS****INFORMATION PROCESSING**

1. Data fill
2. Sorting rows, columns - ascending, descending

ADVANCED FUNCTIONS

1. Matrix operation
2. Worksheet Windows
3. File extracting, combining, protecting.
4. Fixing Titles.

GRAPHS

1. Types of Graphs - Line, Bar, XY, Stacked Bar, Pie
2. Shading graphs
3. Inserting Titles, Legends
4. Printing graphs
 - Selecting graph size and fonts
 - Rotation of graphs

MACROS

1. Creating simple macros.
2. ACL commands for keyboard interaction:
{GET location}, {WAIT time serial number},{?}, {GETLABEL prompt location}, {GETNUMBER prompt location}.
3. Cursor movement commands:
{UP n}, {DOWN n}, {RIGHT n}, {LEFT n}, {BIGRIGHT}, {BIGLEFT}.
4. Controlling program flow with command language:
{BRANCH location}, {subroutine [arg1],[arg2]...}, {RETURN}, {FOR counter-location,start-number,step-number,starting location of routine to repeat}, {FORBREAK}, {IF condition}.
5. Manipulating data:
{BLANK location to blank}, {LET location, number or string}, {PUT location,...}.
6. Building a custom menu:
{MENUBRANCH location}, {MENUALL location}.

DATABASES

1. Organizing a database.
2. Inserting records and Sorting a database.
3. Querying a database
Data Query Command
4. Automatic Classification
Data Distribution Command
5. Using Statistical Analysis
@DCOUNT, @DSUM, @DAVG, @DMIN, @DMAX, @DSTD, @DVAR
6. Using What If Analysis.
Data Table Command.

QUESTION PAPER PATTERN

Each unit carries 5 marks.

There shall be two questions from each unit, and one from each unit has to be answered.

BOOKS:

1. Lotus 1-2-3 Tutor and Reference Manual
2. Thomas F. Berliner & Reeves, Lotus 1-2-3, BPB Publications
3. Carolyn Jørgensen, Mastering 1-2-3, BPB Publications

LOTUS PRACTICALS :

1. CREATION programs
 - a. Students Marks List
 - b. Payroll List
 - c. Invoice File
 - d. Fixed Deposit File - To make the students to become familiar in moving around the Worksheet and in using the Formulas, Ranges, @Functions etc.
2. a. Program to find mean, median, standard deviation of the annual rainfall of a place - using the various options like Scientific, Fixed, Date, Percent of the Format in the Range menu.
 - b. Using the worksheet created in the unit 1 try all the options of the Range menu.
3. a. Combine the Payroll and Fixed deposit work sheet created earlier - using all the options of the File menu.
 - b. Import the data from a Data base file in to the Students Marks list worksheet.
4. a. Print the Students Marks list by using the various options of Printer in the Print menu (including different fonts).
 - b. Store the results in data file using the options of File in the Print menu.
5. a. Draw various graphs by using the worksheet created in the unit 2.a.
 - b. Create a database which has the annual rainfall of the six metropolitan cities of India and compare them by various graphs, using all the options of the Graph menu like Options, Type, Name etc.
6. a. Sort the Student Marks list by their marks and by their names and provide for queries as to grading of the various students by using the various options of the Sort and Query command in the Data menu.
 - b. Do the matrix inversion and matrix transpose using the matrix of the various sizes.
 - c. Prediction of sales with Regression analysis

PAPER II : PROGRAMMING IN COBOL

- 1 (a) Introduction, Cobol Divisions, Coding forms, Character set, Data names, Identifiers, Literals, Figurative Constants : punctuations.
- 1 (b) Identification Division, Environment division - Configuration Section, Input-Output Section, Data Division: File Section, Working-Storage Section, Procedure Division, Move, Read, Goto, Write, Close, Stop, Run, Accept, Display, Add, Subtract, Multiply, Divide and Compute verbs.
2. Relational Condition: If sentence with conditional clauses, editing, control structure, Perform Logical operations, GOTO, Redefines and Renames clause. Table handling - Single and Double Dimensional Arrays, Perform with Until, Thru, Times, Varying clause, Occurs clause.

3. File Organisation - Sequential file - OPEN, CLOSE, WRITE, REWRITE statements. Sorting, Merging, Indexed Sequential, Direct Access and Report Generator.

BOOKS

1. V. Rajaraman & H.V. Sahasrabudde, Computer Programming in Cobol, Prentice Hall of India, New Delhi
2. N.L. Sarda, Cobol Programming with Business Applications, 3rd Edition, Pitamber Publishing Co., New Delhi
3. A.S. Philippakis and L.J. Kazmier, Information System through Cobol, McGraw Hill Book Co., International Student Edition, Delhi
4. Worth T., Cobol Programming, John Wiley & Sons, New York

QUESTION PAPER PATTERN

UNIT 1 carries 20 Marks, UNIT 2 - 10 Marks,
UNIT 3 - 10 Marks.

There shall be two questions from each unit, and one from each unit has to be answered.

COBOL PRACTICALS :

1. Program to find LARGEST and SMALLEST of two & three unequal numbers.
2. Program to find LARGEST and SMALLEST of several unequal numbers.
3. Program to find THREE LARGEST & SMALLEST numbers out of several given numbers.
(considering EQUALITY & INEQUALITY cases)
4. CREATION Programs:
 - Program to CREATE the following files
 - a. Students marks files
 - b. Payroll files
 - c. Inventory control files
 - d. Invoice file
 - e. Fixed deposit files
5. VALIDATION Programs :
 - Program to VALIDATE the files created by previous programs.
6. EDIT Programs:
 - Program to EDIT the files created by previous programs.
7. UPDATE Programs:
 - Program to UPDATE the files created by the previous programs.
8. SORT Programs:
 - Programs to SORT the files mentioned earlier using the following techniques.
 - a. Using Giving
 - b. Input - Output Procedure (Release/Return)
9. MERGE Programs:
 - Program to MERGE the files as mentioned in step No.8

10. PROCESSING Programs:
Programs to PROCESS the files mentioned in step 7 & print the required files.
11. Program to build Two dimensional & three dimensional tables using Table Handling techniques.
12. Program to search Table using Table search techniques.
13. Program to Print Customer Report using, Indexed Sequential files.
14. Program to print selective Product Details using, RANDOM (Direct Access) file handling techniques.

EVALUATION OF INTERNAL ASSESSMENT

100 % of the marks is based on three internal tests, out of which marks for the best two tests will be considered. In case of papers consisting of practicals, 50 % of the marks will be for laboratory records and the rest 50 % for the internal tests.

ST. ANTHONY'S COLLEGE
SHILLONG 793 001

Item for the Agenda of the Academic Council

Recently certain clarifications on the correct interpretation of Section 7, 13(a) and 15 of the University Ordinance OC:7 have been sought from the Deans' Committee and the Deans' Committee vide para VII of the Minutes of the Meeting held on 28.10.93 has given the clarifications to the points raised. An extract of the relevant part of the said minutes is enclosed at Annexure 'A'. **

Decision of the Academic Council is required on the following points :-

- (1) That a candidate should be allowed to move to the 2nd Semester without attending or doing any course of the 1st Semester.
- (2) That a candidate may repeat a maximum of eight courses within a period of six semesters.
- (3) Candidates need not wait till the finalisation of the End Semester before being allowed to repeat any course(s).
- (4) A candidate may move to the next Semester without having the required percentage of attendance.
- (5) A candidate who has secured less than 55% marks in a particular paper but has an over all aggregate of over 55% marks and below 45% should not be allowed to repeat all courses in a Semester. Such restriction should not apply in the case of the candidates who had failed and need to clear the course/courses.
- (6) Candidate should forfeit the original marks in the event of securing less than original marks on repeating less than original marks on repeating/ but not in Re-evaluation.
- (7) A candidate should be allowed one or both facilities of repeating as well as Re-evaluation.

** The Deans' Committee met again on 20.11.93 and revised the decision of 28.10.93 as indicated in Annexure 'B'

EXTRACT OF THE MINUTES OF THE MEETING OF THE DEANS' COMMITTEE
HELD ON 28.10.93

.....

Presently applications to repeat one or more courses in respect of P.G. candidates re regulated under the provisos of Section 7, 13(a) and 15 of the University Ordinance OC:7.

Under Section 7, a candidate is allowed to repeat upto 4 courses of the 1st two semesters before being allowed to be promoted to the 3rd Semester, Under Section 13(a) a candidate who obtains 40% of its equivalent grade or above in the aggregate of all courses but below 50% marks of its equivalent grade may be permitted to repeat any course or courses and to participate in the sessional work and the semester examination in order to improve his performance.

So far the examination department has been giving permission to repeat at the end or the beginning of the relevant semester examination. In this connection, a doubt had arisen as to the admissibility to repeat the courses in view of the proviso of the ordinance that is to be regulated with reference to the quantum of marks in the aggregate of all courses. For a clear understanding of the Ordinance the matter is placed before the Deans's Committee for clarification with reference to the following points :

1. Whether a candidate should be allowed to move to the 2nd Semester without attending or doing any course of the 1st Semester.
2. Maximum number of course that a candidate may be allowed to repeat within a period of six semesters.
3. Whether, a candidate has to wait till finalisation of End Semester result before being allowed to repeat any course(s).
4. Whether, a candidate can be allowed to move to the next Semester without having the required percentage of attendance.
5. Whether a candidate who has secured less than 50% marks in a particular paper but has an over all aggregate of over 50% marks should be allowed to repeat a particular course or courses.
6. Whether a candidate should forfeit the original marks in the event of securing less than original marks on repeating re-evaluation.
7. Whether a candidate should be allowed one or both facilities of repeating as well as Re-evaluation.

The Committee decided as follows :

- With regard to NO.(1) YES, a candidate should be allowed to move to the 2nd Semester without attending or doing any course of the 1st Semester.
- No.(2) The maximum number of courses that a candidate may be allowed to repeat within a period of six semesters is 8-(eight).
- No.(3) NO. A candidate need not wait till the finalisation of the End Semester result before being allowed to repeat any course(s).
- No.(4) YES. A candidate can be allowed to move to the next Semester without having the required percentage of attendance.
- NO. (5) NO. A candidate who has secured less than 50% marks in a particular paper but has an over all aggregate of over 50% marks should not be allowed to repeat a particular course or courses.
- No.(6) YES. A candidate should forfeit the original marks in the event of securing less than original marks on repeating/but not in re-evaluation.
- No.7 YES. A candidate should be allowed one or both facilities of repeating as well as Re-evaluation.

EXTRACT COPY OF THE MINUTES OF THE 68TH MEETING OF THE
DEANS' COMMITTEE HELD IN THE SEMINAR HALL MAYURBAH NJ ON
20.11.93

The Committee confirmed the minutes of the 67th Meeting of the Deans' Committee with the following Notification

Item No. VII Sub clause (4) be read as 'YES'. A candidate can be allowed to move to the next Semester without having the required percentage of attendance, subject to the Provision of the Ordinance for repeatation.

Sub-clause (5) NO. a candidate who has secured less than 55% ~~in~~ marks in a particular paper but has an overall aggregate of over 55% marks and below 45% should not be allowed to repeat all courses in a Semester.

.....