

NORTH-EASTERN HILL UNIVERSITY
Shillong - 793 001

Letter Pen

No. E.47-1/Conf/85-236
October 18, 1985.

All Members of the
Executive Council,
NEHU.

Sub:- Agenda for the 47th meeting of the Executive Council.

Sir/Madam,

I am forwarding herewith the Agenda for the 47th meeting of the Executive Council scheduled to be held on 25th October, 1985, for favour of your information and **consideration**.

Kindly bring this Agenda to the meeting of the Council.

Yours faithfully,

Asst. Reg.
18.10.85
(D. D. Shira)
Deputy Registrar (Conf)

Encl: a.a.

NORTH-EASTERN HILL UNIVERSITY
Shillong - 793 001

A G E N D A

FORTYSEVENTH MEETING

of the

EXECUTIVE COUNCIL

Friday, the 25th October, 1985.
Shillong.

NORTH-EASTERN HILL UNIVERSITY
Shillong - 793 001

AGENDA FOR THE FORTYSEVENTH MEETING OF THE EXECUTIVE COUNCIL

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6:6:2 (1)

Item No. 1 CONFIRMATION OF THE MINUTES OF THE
46TH MEETING OF THE EXECUTIVE
COUNCIL HELD ON 13TH SEPTEMBER, 1985 :

The Minutes of the 46th meeting of the Executive Council held on 13th September, 1985, were circulated to all members, with a request to give comments, if any, on the same.

Since no comments were received, the Minutes may be taken as confirmed.

Item No. 1A ACTION ORIENTED :

(i) Action taken on the Minutes of the 46th meeting of the Executive Council -

Action taken on the Minutes of the 46th meeting of the Executive Council are given below for information of the Council.

<u>Resolution No.</u>	<u>Subject</u>	<u>Decision</u>	<u>Action taken</u>
EC:46:85:01	Confirmation of the Minutes.	Confirmed.	Circulated to all members.
EC:46:85:01A(i)	Introduction of 5-day week.	to communi- cate to 3 State Governments.	Communicated
EC:46:85:02(ii)	Minutes of the 11th meeting of the local Executive Council held on 14th August, 1985.	Noted the recommenda- tions. A Format of the Minutes of Selection Committee be standardised.	Minutes of the local Executive Council forward- ed to the Dy.Registrar (Admn) and S.O.(Estt-II).
EC:46:85:05:1(i)	Amendment to the Form of Bond to be executed by teachers proceeding on study leave.	Approved	Sent to Dy. Registrar (Admn)
EC:46:85:06:1(i)	Recommendations of the Selection Committees for faculty positions in the College of Agriculture, Medziphema	Approved.	Sent to Dy. Registrar (Admn) and S.O.(Estt.II).
EC:46:85:06:1(ii)	To consider amendment to Statute 5 on the Finance Officer.	Approved. Recommended to the Visitor for approval.	Action being taken.

Contd/....

<u>Resolution No.</u>	<u>Subject</u>	<u>Decision</u>	<u>Action taken</u>
EC:46:85:06:3 (i)	Request of Shri Lalthangfala Sailo, Dy. Registrar, Mizoram Campus, Aizawl, for granting of unfurnished residence.	RESOLVED to authorise the Vice-Chancellor to take further necessary action in consultation with the Finance Committee.	Sent to Dy. Registrar (Admn) and S.O. (E-II)
EC:46:85:06:3 (iii)	Amendment to the Retirement Benefit Rules.	Approved. The Council agreed that one opportunity may be given to change option either from CPF to GPF	Sent to the Finance Officer.
EC:46:05:06:4 (iii)	Assessment of work being done in the Centres.	RESOLVED TO constitute an Advisory Committee.	Action to constitute an Advisory Committee initiated.
EC:46:85:07(v)	Appointment of Visiting Fellow in the Department of History.	RESOLVED to authorise the Vice-Chancellor to negotiate with Dr Khejriwal.	Sent to Dy. Registrar (Admn) & S.O. (E-II)

Item No. 18B MATTER ARISING OUT OF THE MINUTES :

(i) Introduction of 5-day week -

The Executive Council in its last meeting held on the 13th September, 1985, while considering the Report of the Committee for introduction of 5-day week in the administrative and academic Departments of the University, had RESOLVED that the same be communicated to the State Governments concerned. The three State Governments have been accordingly instructed. The Council also decided that a final decision may be taken after the Vice-Chancellors' Conference scheduled to be held on 8th October, 1985.

The matter is placed before the Council for further consideration.

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

(i) Post of Lecturer of Dr.S. Chawla, History Department
treated as vacated.

Dr. Sandeep Chawla, Lecturer, Department of History was granted Extra Ordinary Leave for two years with effect from 30.3.83 29.3.85 to take up an assignment at Jamia Millia Islamia, New Delhi. Dr. Chawla had further requested for extension of Extra Ordinary Leave upto 29.3.86 to complete his research work at Austria. The matter was referred to the Dean, School of Social Sciences and the Head, Department of History for their views.

In a meeting of the Department of History it was stated that the Department is not aware of any research work being undertaken by Dr. S. Chawla as his application was not routed through the Department, it was not in favour of extension of leave. The Dean, School of Social Sciences, has also seconded the decision taken by the Department of History.

In view of the above, Dr. Chawla was intimated telegraphically to resume duty positively by 16th August, 1985. However, Dr. Chawla has not reported for duty till date.

Since Dr. Chawla has not complied with instructions of the University, the Vice-Chancellor has approved that the post be treated as vacated in accordance with the Executive Council's decision taken in the Council's 40th Meeting, and Dr. Chawla has been informed accordingly.

taken

The decision/is reported to the Council for ratification.

- (ii) Grant of House Rent Allowance to
Dr A.N.Rai, Reader, Department of
Bio-Chemistry, NEHU -

The Vice-Chancellor has granted House Rent Allowance in full to Dr A.N.Rai, Reader, Department of Bio-Chemistry, NEHU, during the period of his study leave of six months with effect from 25th September, 1985, subject to the condition that his family stays in Shillong and that he actually retained the house.

The action taken by the Vice-Chancellor is placed before the Council for ratification.

(iii) Grant of study leave to Dr A.N.Rai,
Reader, Department of Bio-Chemistry -

The Vice-Chancellor has granted study leave for a
period of six months with effect from 25th September, 1985, to
Dr A.N.Rai, Reader, Department of Bio-Chemistry.

The action taken by the Vice-Chancellor is placed
before the Council for ratification.

Item No. 5 ACADEMIC MATTERS :

5:1 - Statutes, Ordinances, Regulations & Rules -

- (i) Amendment to the Ordinance - OB - 10
 on the Verrier Elwin Memorial Lecture -

As decided in the 41st meeting of the Executive Council held on 13th August, 1984, the honorarium to the Visiting Professor for delivering the Verrier Elwin Memorial Lecture was enhanced from Rs 1,000/- to Rs 3,000/-. The relevant Clause of the Ordinance is, therefore, required to be amended. The amendment was placed in the 24th meeting of the Academic Council. The Academic Council approved the proposed amendment and also recommended to the Executive Council for approval.

The amendment to Clause 3(ii) is placed at Annexure - 'A' for consideration of the Executive Council.

AMENDMENT TO THE ORDINANCE OB - 10 ON THE VERRIER ELWIN
MEMORIAL LECTURE

Existing Clause	Proposed amendment	Clause after amendment
<p><u>Clause 3 (ii)</u></p> <p>The Visiting Professor shall be paid an honorarium of Rs 1,000/-. The expenditure on honorarium shall be met out of the interest accrued from the designated fund.</p>	<p>The figure Rs 1000/- may be changed to Rs 3000/-</p>	<p>Clause 3(ii)</p> <p>The Visiting Professor shall be paid an honorarium of Rs 3000/-. The expenditure on honorarium shall be met out of the interest interest accrued from the designated fund.</p>

5:1:2(1)

- (ii) Proposed addition to Ordinance OC-4
on the Doctor of Philosophy (Ph.D)
Programme -

The Academic Council in its 24th meeting held on 17th October, 1985, approved the addition to Clause 1 of Ordinance OC - 4 on the Doctor of Philosophy (Ph.D) Programme recommended by the Board of Research Studies in Sciences.

The Academic Council had also recommended the proposed addition to Clause 1 of Ordinance OC-4 to the Executive Council.

The proposed addition to Clause 1 is placed at Annexure - 'A' for consideration and approval of the Executive Council.

Proposed addition to Clause 1
of Ordinance OC - 4

Annexure 'A'

Existing Clause

Proposed addition

Clause after addition

Clause 1

After Sub-clause (vii)
the following be read as
Sub-clause (viii)

NIL

"(viii) persons who have completed
at atleast one year of research in
a University/Institution after his
registration, provisional or otherwise
under the supervision of a teacher, who
may have since joined this University;

Sub-clause (viii) be renumbered as
Sub-clause (ix)

Clause - 1

Sub-clause (i) to (vii) same
as existing

(viii) persons who have com-
pleted atleast one year of
research in a University/
Institution after his regis-
tration, provisional or other-
wise under the supervision of
a teacher, who may have since
joined this University;

(ix) any other persons who on
the basis of his qualification
and experience is of sufficient
merit to be admitted directly.

5:1:3(1)

- (iii) To consider amendment of Clause 1 (xii) of Statute 14 on the constitution of the Academic Council -

The Academic Council in its meeting held on 17th October, 1905, while considering the request from the teachers of the constituent colleges for representation in the Academic Council, had observed that the number of colleges in Mizoram have considerably increased. The number of representation in the Academic Council was, however, only ~~one~~ according to Statute 14.1(xii). As such, the Council RESOLVED that one more representative from Mizoram be included in the Academic Council. The Council also RESOLVED that the word "Constituent" be added under sub-clause (xii). The Council further RESOLVED that the amendment be placed before the Executive Council for consideration.

The amendment to the above sub-clause is placed at Annexure - &A' for consideration of the Council.

PROPOSED AMENDMENT TO CLAUSE 1(xii) OF STATUTE 14 ON THE CONSTITUTION
OF THE ACADEMIC COUNCIL

<u>Existing Clause</u>	<u>Proposed amendment</u>	<u>Clause after amendment</u>
<p>Representatives of teachers of affiliated colleges admitted to the privileges of the University</p>	<p>Sub-clause (xii) be read as follows</p>	<p>Representatives of teachers of constituent/affiliated colleges admitted to the privileges of the University</p>
<p>(xii) Six teachers of the colleges admitted to the privileges of the University - three from Meghalaya, two from Nagaland and one from Mizoram elected from amongst themselves.</p>	<p>"Representatives of teachers of constituent/affiliated colleges admitted to the privileges of the University</p>	<p>(xii) Seven teachers of the colleges admitted to the privileges of the University - three from Meghalaya, two from Nagaland and two from Mizoram elected from amongst themselves.</p>
	<p>(xii) Seven teachers of the colleges admitted to the privileges of the University - three from Meghalaya, two from Nagaland and two from Mizoram elected from amongst themselves.</p>	

5: 2- Examination Matters -

- (i) Panels of Examiners for examining the Ph.D. theses of the candidates of the School of Physical Sciences and School of Social Sciences -

As authorised by the Executive Council at its meeting held on 12th March, 1982, vide its Resolution No. EC:29:82:12, the Vice-Chancellor has approved and finalised the panels of examiners for the following candidates recommended by the 24th meeting of the Academic Council.

Name of candidate	Department
(a) For Ph.D. -	
1. Shri Aka Lemtur	Chemistry
2. Shri Gurdeep Singh	Chemistry
3. Shri Zavei Hiese	Chemistry
4. Ms. R. Deuri	Physics
5. Shri R.N.Upadhyaya	Principal, Sankardev College, Shillong,
(b) For M.Phil -	
1. Shri Kelthoulesie	History
2. Mrs. Ranjana Baruah	Economics

This is for the information of the Council.

5:2:2(1)

(ii) Admissions in the Post-Graduate
Classes - 1986 - 87 -

Placed as Annexure - 'A' is a letter No. ACA-53/
83-84 dated the 2nd September, 1985, received from Shri I. Chuba Ac,
Officer on Special Duty (Nagaland Campus), Kohima which is
self-explanatory, for consideration of the Council.

NORTH-EASTERN HILL UNIVERSITY
NAGALAND CAMPUS: KOHIMA -797001

NO.ACA -53/83-84 _____ dated Kohima, the 2nd September, 1985.

To

The Controller of Examinations,
North-Eastern Hill University,
Lower Lachauchiere,
Shillong -1

Sub:- Admissions in the Post-Graduate Classes-1986-87.

Sir,

I would like to draw your kind attention to the subject mentioned above, on which a series of correspondences have been undertaken earlier which you are well aware of. Needless to say that in spite of the efforts made, we could not succeed in getting even a single admission in the three Departments, viz., Commerce, Education and English of this Campus for the Academic year 1985-86. We are now set for conducting various University Examinations for 1985 which will be the basis for admissions into the Post-Graduate Departments for the next academic year.

I wrote this letter now to keep you informed about the probable position for the next admission. From all the affiliated Colleges where the Honours Courses have been introduced have now been obtained and the total enrolment figures for which we have the Post-Graduate Departments are as follows:-

1. Education - 7
2. English - 2
3. Commerce - 4
4. Geology - 8.

Looking at the figures above it is needless to explain that the figures are not impressive and even if all these students, who have taken admission, sit for the Examination and come out successful (which is very doubtful), I do not consider that a Post-Graduate Department with hardly 2 to 5 students in a Class is viable at all by any standard.

Contd/.....

5:2:2 (3)

We have already lost ¹1/2 years, and by the turn of 1986 it is almost certain that we are going to lose one more year in most of these Departments. I still feel that the present situation calls for a serious review of the decision taken and I consider that this is the right time if any relaxation or allowances are to be considered by the University. You will agree with me that the earlier system of taking decisive action at the last moment or beyond certain date do not appear to bear any fruit.

It is, therefore, requested that the matter may kindly be taken up at appropriate levels and do something which may give pragmatic results.

Yours faithfully,

Sd/-

(D. Chuba Ao)

Officer on Special Duty

Memo.No.ACA-53/83/84/282 dated Kohima, the 2nd September, 1985.

Copy to :-

1. The P.S. to the Vice-Chancellor, NEHU, Shillong.
2. The Registrar, NEHU, Shillong.
3. The Director of Higher & Technical Education, Nagaland, Kohima.

Sd/-

(I. Chaba Ao)

Officer on Special Duty

Item No. 6 ADMINISTRATIVE MATTERS :

6:1 - Appointment/Creation-Upgradation of Posts/
Confirmation/Extension/Option/Transfer/
Termination/Resignation/Release :

- (i) Request for option to NEHU Service in respect of Smt. B. Sangkhumi, Lecturer, Pachhunga University College, Aizawl -

As per the Deed of Agreement drawn up at the time of taking over of the Pachhunga University College, the members of the staff of the Pachhunga University College were allowed to exercise option within one year from 19th April, 1979 either in favour of the NEHU service or the Government of Mizoram. Thereafter, a second opportunity was given to re-exercise option upto 30th September, 1981 as per Executive Council Resolution. Again, the third chance was given upto 30th September, 1983 for teaching staff on the representation of some of the teachers of the College by a further resolution of the Executive Council.

The University basing on the option of some teachers from Mizoram Government service had offered appointment to the posts to facilitate release of the Mizoram service teachers from the College when they are relieved by the new appointees.

Smti. B. Sangkhumi who opted for Mizoram service had not applied for re-option to NEHU service even when the third chance was given.

Now, Smt. Sangkhumi, Lecturer in History Department, Pachhunga University College, is requesting to allow her to opt back for University service.

The matter is placed before the Council for consideration.

- (ii) Permanent absorption of Shri D.C. Pant,
Controller of Examinations, NEHU -

Shri D.C. Pant joined this University as Deputy Controller of Examinations on 3rd April, 1984 (FN) keeping his lien with the Himachal Pradesh University as Deputy Registrar. He has completed his period of probation of one year in this University. During his period of service since 3rd April, 1984 Shri Pant has been working as officiating Registrar and officiating Finance Officer in addition to his normal duties as Controller of Examinations. His performance has been very satisfactory.

Shri Pant has now expressed his desire to be absorbed permanently in this University.

The matter is placed before the Council for consideration of his permanent absorption in this University in the interest of public service.

- (iii) Termination of appointment of Dr A.K. Shandilya as Reader in the Department of Geology

The Selection Committee for the post of Reader in Geology which met at New Delhi on April 22, 1985, had recommended the name of Dr Arun Kumar as Reader, for appointment on contract. The recommendation of the Committee was placed before the Executive Council in its 44th meeting held on May 22, 1985.

However, at the time of recording the minutes of the Council the name of another candidate, Dr Arun Kumar Shandilya was inadvertently recorded as approved by the Executive Council for contract appointment, perhaps due to the similarity in names.

Accordingly an offer for contract appointment of one year was made to Dr Arun Kumar Shandilya. It was later discovered that an error had been made in the recording of the Minutes. By which time Dr A.K. Shandilya had assumed duties.

Since there is a marked difference between the qualifications and experience of Dr Arun Kumar and Dr Arun Kumar Shandilya and as the latter was not recommended by the Selection Committee for appointment, it is considered necessary that Dr Shandilya's appointment as a Reader in the Department of Geology should be cancelled. It is therefore put up for the consideration of the Council to terminate the services of Dr A.K. Shandilya by giving him three months salary in lieu of three months notice.

The matter is placed before the Council for consideration.

(iv) Appointment of Shri I.M.Simon as
Professor in Khasi -

The University is considering to strengthen the Department of Khasi Language with suitably qualified teachers. At present the Department has one Professor, one Reader and two Lecturers. The Vice-Chancellor has written to the Chairman, University Grants Commission in May, 1985 highlighting the urgent need to strengthen the Khasi Department and requested that atleast an additional post of Professor for the Khasi Department is sanctioned. The University also, in the meantime, was on the look out for a qualified and suitable person so that he could be appointed in the Khasi Department. In this connection, the bio-data of Shri I.M.Simon was obtained.

Shri Simon has done his M.Phil from London University in 1974. The subject of his dissertation was "The Verbal Piece in Khasi". Shri Simon has also worked for a number of years as a teacher and a Lecturer in the Union Christian College and St.Edmund's College. His teaching experience at College level is about twelve years. In addition, he has served for 18 years in NEFA (Arunachal Pradesh) in the Research Department and retired as Director of Research from the Arunachal Pradesh Administration. He has also worked for three years under the Government of Assam and has been working as State Director, District Gazetteers, Govt. of Meghalaya since 1981.

Shri Simon has brought out a number of publications and writings in Khasi as well as contributed publications for the Govt. of Arunachal Pradesh relating to various tribes in that region.

Shri I.M.Simon is an authority in Khasi Literature apart from being an M.A. in English from Calcutta University.

The Head Department of Khasi Language has also strongly recommended that Shri I.M.Simon should be given a suitable appointment as Professor in the Department of Khasi Language. Persons with adequate qualifications/ accomplishment and contribution to the Khasi Language are very few and difficult to obtain. It is, therefore, suggested that Shri I.M.Simon whose bio-data is appended below may be offered the post of Professor on a contract basis for a period of two years.

Submitted for the kind consideration of the Council.

.....

I.M.SimonBio-dataDate of birth - 4th July, 1921Academic Career :

- Matriculation - 1939 (1st Division, Merit Scholarship for Tribal Students)
- I.A. - 1941 (1st Division, Merit Scholarship for Tribal Students)
- B.A. - 1943 (2nd Class Hons. in English)
- (Discontinued Studies for one year)
- M.A. - 1947 (Examination delayed because of communal disturbances in Calcutta)
2nd Class 1st in English.
- M.Phil. - 1974 (London University : : Subject of Dissertation - "The Verbal Piece in Khasi")

Employment

- 1947-48 - Teacher at the Shillong Government High School (July 1947-December 1948)
- 1948-49 - Lecturer at the Cotton College, Gauhati (December 1948 - June 1949)
- 1949-52 - A.C.S.II (Served in the Garo Hills and in Shillong) : : July 1949-May 1952.
- 1952-62 - Lecturer at the Union Christian College and St. Edmund's College.
- 1962-80 - Served with the Research Department of the Government of NEFA (later Arunachal Pradesh) as Assistant Philologist (later Deputy Director of Research - Philology) and retired as Director of Research in 1980 which post I had been holding for about three years.

From August 1981 - State Editor, District Gazetteers,
Govt. of Meghalaya (Education Deptt)

Publications :

- 1) "Khasi and Jaintia Tales and Beliefs" - 1966
(Published by the University of Gauhati)
- 2) "The Verbal Piece in Khasi" - 1974 (Unpublished)
- 3) "The Khasi Language" - 1978 (Paper submitted to CONTRIBUTIONS TO ASIAN STUDIES- Vol. XI and published by E. J. Brill, Leiden : 1978)
- 4) "Meghalaya" - Published by publications Division, Govt. of India, in the STATES OF OUR UNION Series, 1980.

besides the following publications prepared for the Government of Arunachal Pradesh :

- 5) Apatani Language Guide
- 6) Aka Language Guide
- 7) Introduction to Apatani
- 8) Hill Miri Language Guide,
- 9) Miji Language Guide and miscellaneous articles and papers read at Seminars arranged by Gauhati University, the Central Institute of Indian Languages &c.

6:2 - Library

- (i) To declare the Department of Library and Information Science as Non-Vacation Department and appointment of Head of department -

The Resolution No. AC:21;04:4 (iii) of the 21st meeting of the Academic Council reads as follows:

"The structure of the Library should be modelled on the pattern of teaching medical institutions. The same staff should work on the practical and instructional part. While all those on practical side need not be engaged in teaching, all those who are entrusted with teaching must have some professional responsibility in the library.

"The Council also resolved that the faculty will consist of the Assistant Librarians, Dy. Librarians and Librarians who have been accepted by the U.G.C. as non-vacation teachers and given parity in pay scales"

Since then the following developments have taken place:

- (1) Selection of additional staff.
- (2) Placing of the Department under the School of Economics and management studies.

The Department is to start teaching from March, 1986. It is therefore proposed that the Department may be declared as Non-Vacation department. It may be noted that the School of Agriculture Sciences and Rural Development has already been declared Non-Vacation School. Also E.C. may taken decision about Head of the Department for the Department of Library and Information Science .

6:2:2(1)

- (ii) Minutes of the meeting of the Library
Committee held on 13th September, 1985 -

Placed as Annexure - 'A' is the Minutes of the
meeting of Library Committee held on 13th September, 1985, for
consideration of the Council.

Minutes of the meeting of the Library Committee
held on 13th September, 1985.

A meeting of the Library Committee was held on 13th September, 1985 in the Library at 12.30 pm. The following members attend the meeting:-

- | | | |
|--------------------------|---|--|
| 1. Dr. B.D.Sharma | - | Vice - Chancellor |
| 2. Dr. C.L.Anand | - | Pro-Vice-Chancellor
(Shillong Campus) |
| 3. Dr.S.K.Das | - | Pro-Vice-Chancellor
(Nagaland Campus) |
| 4. Dr.R.R.Mishra | - | Dean, School of Life
Science |
| 5. Dr. T.S.B. Narasaraju | - | Dean, School of Physical
Sciences |
| 6. Borther Shammon | - | Principal, St.Edmund's
College, Shillong. |
| 7. Dr. Sri Prakash | - | Head, Deptt. of Economics |
| 8. Dr. Lalthantluanga | - | Head, Deptt. of Bio-Chemistry |
| 9. Mr. M. Nagaraj | - | Deputy Librarian, National
Library, Calcutta. |
| 10. Mr. Saingenga | - | Principal, Pachhunga
University College. |
| 11. Mr. A.K. Kundu | - | Assistant Librarian,
Nagaland Campus. |
| 12. Mr. S.P. Mukherji | - | Assistant Librarian,
College of Agriculture |
| 13. Mr. J.C. Binwal | - | Librarian, (NEHU)-
Secretary. |

The meeting was presided over by Dr, C.L. Anand, Pro-Vice-Chancellor, The Vice-Chancellor Joined towards the end.

The Committee considered the following items in the agenda and resolved as follows:-

1. Considered the Confirmation of the Minutes of the last meeting held on 4th June, 1984. (Annexure A)
Resolved that the minutes be confirmed. The Chairman observed that the cases involving loss of rare books should be dealt with strictly.

Contd/.....

2. Considered the weeding out policy.

Resolved that the weeding be done by the departmental teams. It was further resolved that it should be done cautiously and carefully and all considerations for future needs should be kept in view.

3. Considered the policy for the disposal of reading materials.

Resolved that the following types of reading materials may be disposed/sold.

a) Newspapers excepting those for which a decision has already been taken to maintain their back files.

b) Current contents after one year.

c) Publisher/Bookseller catalogues.

d) Publicity materials.

4. Considered the policy for the creation of the School library of Social Sciences in the new Campus:

Resolved as follows :-

Transfer of Books
from the Central Library :

It was decided that the following types of books and other reading materials be transferred:

a) Books relating to courses to be identified by the teachers concerned.

b) One set each of the Encyclopaedia of Social Sciences and Encyclopaedia Britannica.

c) Dictionaries and other reference materials relating to Social Sciences.

Periodicals : Current periodicals be sent on regular basis. However, when the volume is completed, they may be sent to the Central Library for binding and maintenance.

Contd/...

Staff : The following posts be created :

- a) Professional Assistant - 1
- b) Semi-Professional Assistant - 1
- c) Junior Library Assistant - 1
- d) Library Attendant - 1
- e) Gate Keeper - 1

Furniture and Equipment :

The following items of furniture and equipments be procured in advance so as to accommodate the books and periodicals transferred in proper order:-

- a) Double faceted steel racks - 25
- b) Periodical display racks - 10
- c) Reading tables - 6
- d) Chairs for readers - 25
- e) Half Secretariat tables - 4
- f) Chairs for staff - 10

5. Considered the guidelines for the management of departmental libraries (Annexure - B)

Resolved that the guidelines be approved and implemented.

6. Considered the binding rates.

Resolved that the rates be approved (Annexure - C).

7. Considered the strengthening of the Bindry with three additional binders.

Resolved that since the Bindry has been equipped with all essential equipments, three posts of additional binders are essential. The Chair was requested to take up the matter in the forthcoming meeting of the Finance Committee for the creation of these three posts of additional binders.

It was further resolved that meanwhile a proposal for appointing binders on work-charge basis be put up by the Librarian to the Registrar.

Contd/....

8. Considered the problem of over-due books not being returned by the teaching staff for last several years.

Resolved that in such cases further issue of books be stopped.

9. Considered the case of Srikangoo Tayang for writing off the books.

Resolved that the two books involved amounting to Rs.315.50, stated to have been burnt in the house fire and as supported by the Police report and Certificate, be written off.

10. Considered the question of providing one Jeep with trailer to the library.

Resolved that the Registrar be requested to take up the matter on priority basis as a jeep with trailer has become essential for the library in view of the nature of work in the departmental and school libraries located in a number of Campuses.

11. Considered the Seventh Plan proposals from Mizoram Campus.

(Annexure D)

The Committee noted the proposals and requested the librarian to include them in the Seventh-Plan proposals of the University Library system after considering the rationality & justification of each proposal.

12. Considered the proposal from the Nagaland Campus for the release of funds to clear the outstanding bills.

Resolved that the Finance Officer be requested to look into the case.

13. Considered the request from the Nagaland Campus for a grant of Rs.7.5 lakhs for the year 1985-'86.

The Committee noted the information provided by the Librarian that the request had already been included in the revised estimated for 1985-'86 and submitted to the Finance Officer.

14. Considered the proposal from Nagaland Campus for additional Staff:

Resolved that the Registrar be requested to create the following posts for the Nagaland Campus.

Semi Professional Assit	-- 1
Junior Library Asstt	-- 1
Attendant	-- 1
Gate Keepers	-- 1

Dontd/.....

It was noted in this regard that the above mentioned posts have already been created for the Mizoram Campus.

15. Considered the request from the College of Agriculture for subscribing to 133 new additional journals amounting to a sum of Rs. 1,33,000.00.

Resolved that the proposal be considered when the Seventh-Plan money is released for the College of Agriculture.

16. Considered the request from the College of Agriculture for Rs. 70,000/- for meeting the expenditure on subscription renewal for 1985-'86.

The Committee noted the information provided by the Librarian that a proposal for Rs 75,000.00 under Non-Plan budget for 1985-86 has already been forwarded to the Finance Officer to be included in the agenda for the forthcoming meeting of the Finance Committee.

17. Considered the allocation of the proposed Rs. 5,00,000/- for books under Non-Plan budget for 1985-'86.

Resolved that the allocation be approved subject to sanction from the Finance Committee.

18. Considered the question of charging Rs 1/- per item for urgent cases of Xeroxing on out-of-turn basis and resolved to accept the same.

19. Considered the request from the Principal, College of Agriculture for an amount of Rs 50,000/- to clear the outstanding bills.

Resolved that the Principal may clear the bills on receipt of the next instalment of plan money for the College of Agriculture.

20. Considered the request from the College of Agriculture to distribute Xeroxed hand outs for practical classes prepared by the teachers, free of charge to the students.

Resolved that it may be accepted.

Contd/.....

The Committee noted the estimates forwarded by the Library to the Finance Officer both Under Non-Plan and Plan budget for 1985-'86. The Committee also noted that the estimates for Pachhunga University College were not included in the estimated by the Librarian as the College does not fall under any School. It was, therefore, resolved that the Principal, Pachhunga University College may forward the Proposals for the College directly to the Finance Officer.

22. Considered the financial provisions for the periodical subscription under Non-Plan (Annexure F).

The Committee noted the estimates forwarded by the Library to the Finance Officer for the forthcoming meeting of the Finance Committee.

23. Considered the decentralization of periodical subscription at the level of Campuses & Colleges.

Resolved that the renewal order may be sent by the Central Library. It was further resolved that the payment will remain decentralized as the Campuses & Colleges will be handling their budgets separately.

24. Considered the space problem of the library.

The Committee considered the problem and resolved to request the authorities to take necessary steps so as to make additional space available to the library.

The meeting ended with a vote of thanks to the chair.

Sd/- J.C. Binwal

Secretary

Chairman

MINUTES OF THE LIBRARY COMMITTEE HELD ON 4TH JUNE, 1984.

A meeting of the Library Committee was held on 4th June, 1984, at 3.00 p.m., in the Central Library. Members present at the meeting were as follows :-

1. Dr B.D.Sharma, - Vice-Chancellor (in the Chair).
2. Dr D.P.Singh - Pro-Vice-Chancellor, Mizoram Campus.
3. Dr R.R.Mishra - Dean, School of Life Sciences.
4. Dr H. Junjappa - Dean, School of Physical Sciences.
5. Dr Sri Prakash - Head, Department of Economics.
6. Dr Lalthantluanga - Head, Department of Bio-Chemistry.
7. Mr. M. Nagaraj - Deputy Librarian, National Library, Calcutta.
8. Mr. Saingenga - Principal, Pachhunga University College.
9. Mr. S. Roy - Finance Officer
10. Mr. A.K.Kundu - Assistant Librarian
11. Mr. S.P.Mukherji - Assistant Librarian, College of Agriculture.
12. Mr. Z.M.Zakhuma - Assistant Librarian, Mizoram Campus.
13. Mr. J. C. Binwal - Librarian, NEHU (Secretary).

The Library Committee considered the following Items in the Agenda and resolved as follows :-

1. Considered the minutes of the last meeting held on 23rd August, 1982.
Resolved that the minutes be confirmed. (Annexure - A).
2. Considered the amendments in the existing rules and regulations.
Resolved that the amendments be noted (Annexure - B).

The Committee discussed the regulations for book selection in details and was of the view that book selection would be the responsibility of the Department as a whole. This was felt necessary to represent all

Contd/....

specialisations in the collection. It was further decided that in case the requirements of an individual teachers are not accepted by the Department, he could send his requisition to the Librarian stating the reasons for separate indent. The Chairman stressed the need for balanced collection and judicious book selection. The Chairman also emphasised the role of xeroxing facility extended by the Library to teachers in building departmental collections of course materials.

3. Considered the position of funds for books purchase during 1984-85.

The Committee noted with satisfaction the funds as recommended by the Sixth Plan Visiting team for various Departments and campuses and likely to be released by the UGC.

Resolved that maximum purchase should be made through NEHU Book Co-operative Society.

Resolved further that the proposal for giving advance to NEHU Book Co-operative Society for expediting payment and procurement be considered by the University.

Resolved further that the following items may be accommodated by 'overbudgeting' on the premise that the entire allocation cannot be utilised during the financial year under the grant likely to be released by the UGC for 1984-85 as per Visiting Committee report:

1. Census data in microfilm
 2. Gaps in data bank
 3. Gaps in periodical publications
 4. Gaps in decennial index of chemical abstracts.
 5. Books recommended for new M.A./M.Sc./M.Com. Courses starting from February, 1985.
4. Considered the proposal from Mizoram and Nagaland Campuses to decentralize payment of bills.
- Resolved that it may be implemented by the Finance Officer if the Campus authorities are ready to accept the responsibility.

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5. Considered the proposal from Nagaland Campus to purchase back volumes of periodicals.

Resolved that there was no need to duplicate the purchase of back volumes at various levels.

Resolved further that purchase of back volumes may be considered only in case of those departments which do not have counterparts in the Headquarters and that too when research programmes are started.

6. Considered the proposal from Campuses for purchase of Xeroxing machine.

Resolved that the campus authorities may consider the purchase of Xeroxing machine when funds are released by the U.G.C. for books and equipments as per Visiting Committee report.

In the connection the Librarian inform the Committee that U.G.C. had given clear out instructions that an amount upto Rupees one lakh could be spent out of book grant on the purchase of Xeroxing facilities.

7. Considered the proposal from campuses for binding of Journals.

Resolved that the campuses may invite local quotations and get books and journals bound accordingly. They may also engage a binder on 'work charge' basis if the volume of work so warrants.

8. Considered the proposal from campuses for disposal of Newspapers

Resolved that each campus may preserve one national paper and all local newspapers and dispose other papers after 3 years.

It was further resolved that Mizoram Campus may preserve the file of Statesman and Nagaland Campus of India Express.

9. Considered the proposal from the College of Agriculture for overnight issue of periodicals to teachers.

Resolved that it may be allowed as per library rules.

10. Considered the proposal from Pachhunga University College for creation of posts.

The Committee noted the posts as recommended by the Sixth plan Visiting team for Pachhunga University College Library and felt that it would solve the problem when sanctioned by the U.G.C.

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11. Considered the report on sample stock taking.

After considering the report from the Librarian that a sample stock taking of 22,062 volumes pertaining to physical Sciences, English language and literature and Sociology was undertaken during 1983-84 after a gap of 5 years and the number of books found missing came to 1-123 i.e. 5% in 5 years, the Committee resolved to accept the loss of 5% as normal and decided to write off the lost books. It was also resolved that the important books lost be replaced by purchase of new copies.

Resolved further that vigilance be strengthened.

12. Considered the proposal from the Librarian for introducing the following new services: (Annexure C)

- a) Selective dissemination of Information.
- b) Bibliographical and documentary assistance to post-Graduate Students.
- c) Guidance in the use of reference and bibliographical sources.

Resolved that the services be introduced and subject specialization be developed among the senior library staff for the purpose.

13. Considered space problem of the Library.

Considering the fact that in the next semester classes will be held only for 3rd semester students and by February 1985 alternative accommodation may be available to the English Department, the Committee resolved that the University may make such an arrangement by which classrooms of the English Department are spared for the Library and the 3rd Semester teaching is arranged in some sister department of English.

14. Considered the proposal for determining the price of rare and out of print books lost by reader.

Resolved that in such cases the reader may be requested to replace the book by Xeroxed copy. In case if the reader is not able to replace it by Xeroxed copy, the price of the lost book be determined on the basis of rarity and other well establishment criterion by the standing Committee. It was further resolved that a rule to this effect may be incorporated in the existing library rules.

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15. Considered the question of bringing 200 serial publications under the budget head : Non-Plan capital expenditure: Purchase of books and periodicals.

Resolved that 200 serial publications under the standing order system be accommodated under the proposed budget head.

It was further resolved that the Librarian be requested to reflect it in the budget proposals for 1984-85, but serial publications should not be treated as a part of periodicals.

16. Considered the problem of books being purchased by the research scholars under various schemes and not being returned to the Library.

Resolved that the departments may be requested to pass the bills/vouchers only when they bear the accession number from the Library.

Resolved further that the Library should develop such a system by which books of this nature are first accessioned in special register and issue to the research scholars for the full term. The Library may give regular accession number when the books are returned finally by the research scholars on the completion of the term.

It was further resolved that the Finance Officer be requested to develop such a system by which the last instalment of the fellowship is paid only on the production of a 'no dues' certificate from the Library.

17. Consider the problem of periodical subscription for the Campuses.

Resolved that the periodical subscription be centralised at the headquarters.

Contd/...

18. Considered the proposal to develop a separate collection of research publications by the University teachers.

Having considered the fact that the initiative taken by the Library in 1980 and 1981 on this matter could not materialise, the Committee resolved that the Library may develop such a procedure by which from 1984 when the annual report of the University is compiled, the Administration requests the teachers concerned to attach a copy each of the papers to be mentioned in the annual report for record in the Library. The Librarian may take steps in relation to 1983. In case where the teachers are not in a position to spare copies, the Library may extend them xerox facility for the same.

The meeting ended with a vote of thanks to the Chair.

Sd/- J.C. Binwal
Secretary

Sd/- B.D. Sharma,
Chairman

ANNEXURE : B

GUIDELINES FOR MANAGEMENT OF DEPARTMENTAL LIBRARIES

Collection:

Arrangement:

1.1 Text-books - As per procedure in the Central Library, text-books in heavy demand or those not available in the market will be kept separately and as far as possible near the table of the Assistant for better control.

1.2 General books - These shall be arranged in classified sequence and shelf guides would be properly provided for each shelf for easy and quick location. A main chart regarding different class divisions will also be provided. Each book will bear departmental seal on the book pocket for identification.

1.3 Stock taking - There shall be annual stock-verification during winter vacation from shelf list cards to check possible mission of books. The shelf list will be made up-to-date by preparing shelf list cards for all new arrivals and arranged in a classified sequence.

2. Issue - The issue system as adopted at the Central Library shall be strictly followed which may be noted as follows :-

- 1) 4 books against 4 cards - students
- 2) 6 books against 6 cards - M.Phil and Ph.D.
- 3) 20 books for teachers (This means that the number should not exceed 20 Nos. from all libraries within the NEHU Library system).
- 4) Journals, if required to be taken out urgently for consultation or reprography will be issue against borrowers cards/pass book/identity card/register entry.
- 5) Bound and loose journals should be issued out excepting for emergency and this should be an over night arrangement.

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3. Library Membership:

3.1 All students and faculty members shall be registered at the Central Library. However, application cards may be provided by the departmental library for convenience of the students.

3.2 A borrower register (Performa enclosed) shall be maintained where the names of all registered members will be entered. This is required to have control over members and to facilitate quick information in case of clearance.

3.3 Termination of membership - A student, research scholar, faculty member will obtain, a consolidated clearance from all three departments of Physics, Mathematics and Chemistry. The cards/ pass book with consolidated clearance will be produced at the Central Library for a final clearance.

4. Binding of books and Journals - The departmental library will prepare five copies of the binding list (as performa). One copy will be sent to the Central Library for scrutiny and issuing of binding order. When the books are received back, they will be ticked off in all the lists to indicate receipt. In case of journals they will be accessioned and accession Nos. will be entered in all the lists and also in the bills. After which statement of receipt will be made on the bills. Four copies of the bill and three copies of the list will be sent to the Central Library for necessary action.

Binding Register : A separate binding register will be maintained where particulars of volume, size, type of binding as per performa will be entered.

5. Issue statistics - Issue statistics shall be maintained regularly and submitted monthly to the central library.

Statistics register - A separate register as per performa enclosed shall be maintained for quick information.

6. Lost books and lost cards - The students will report the matter immediately by filling in proper forms and submit the same to the Central Library.

7. Readers belongings - All students, teachers will be asked to keep their belongings at the entrance. A small table will be provided for the purpose.

GENERAL INSTRUCTIONS FOR THE STAFF

Availing of leave - In case of earned leave or any long leave to be availed, the application after being forwarded by the Head of the Department should reach the Central Library 10 days before the date of starting the leave.

Joining of duty after availing of earned leave - The departmental staff will submit the joining report to the Central Library after getting it forwarded by the Head of the Department.

Transfer of staff - In case of transfer, the Assistant will hand over charge of registers, etc., to the new Assistant and the charge report countersigned by the Head of the Department will be sent to the Librarian.

Pilfering of books - If any such cases are detected, the names of the defaulter and particulars of the books will be noted down and reported to the Head of Department who will forward the case to the Central Library with the report after preliminary enquiry.

Library Hours - The departmental libraries shall remain open from 10 A.M., to 4.30 P.M. opening of the libraries beyond 4.30 P.M., shall be at the discretion and responsibility of the Head of the Department.

Library Key - Both the keys, original and duplicate shall remain with the Head of the Department. Library staff shall take the key from the Head for opening and shall hand over to him after closing the Library at 4.30 P.M.

Indent for Purchase - While forwarding the indents for books purchase to the Central Library, the Head of the Department shall assure that the list has been checked for duplication by the departmental library staff against the existing holdings to avoid un-intended duplication.

Catalogue maintenance - Three catalogue cards will be sent for each processed books from the central library. The Library Assistant will use them as main entry card, author and title card respectively. He/She shall file them properly in the catalogue.

ANNEXURE : C

BINDING RATE FOR 1985-86

<u>Size</u>	<u>Full leather</u>	<u>Half leather</u>	<u>Full rexine</u>	<u>Half rexine</u>	<u>Full cloth</u>	<u>Half cloth</u>
Sexio-Decimo	Rs 23.50	Rs 12.50	Rs 9.50	Rs 8.00	Rs 8.25	Rs 7.00.
Octove	Rs 33.50	Rs 21.00	Rs 16.25	Rs 11.00	Rs 13.25	Rs 8.00.
Quarto	Rs 40.00	Rs 23.30	Rs 15.75	Rs 12.50	Rs 14.25	Rs 9.00
Folio	Rs 47.25	Rs 27.50	Rs 19.00	Rs 15.75	Rs 14.75	Rs 12.50

NORTH-EASTERN HILL UNIVERSITY MIZORAM CAMPUS LIBRARY

SEVENTH PLAN PROPOSALS OF MIZORAM CAMPUS LIBRARY

The Mizoram Campus Library needs special attention from the points of view of the following :-

1. It is at its infancy stage.
2. It is located in a predominantly tribal area with facilities for resource sharing.
3. Book markets being far away from Mizoram, and the Campus Library resources are the only source to depend upon the students and teachers for their need and requirements.
4. The way the Campus is expanding its academic programmes and the number of students is increasing every year, the Campus Library needs a dynamic Library with extended financial support from the University Grants Commission.

The following are the urgent requirements of the Campus Library during the Seventh Plan Period.

Item No. 1

Book Grant : The University Campus is solely dependent upon plan money for the purchase of books. During the 1984-85 the U.G.C. has released only six lakhs twenty five thousand for Mizoram Campus which have been found too inadequate to serve the need of the seven Departments. As a result of this inadequate provision of funds, the Departments are facing a lot of problems in coping with the teachers and students requirements. It is, therefore, necessary that special attention be accorded to the Mizoram Campus Library. The Minimum needs of the Departments during the Seventh Plan Period will be as follows :-

Contd/...

1.	Economic Department	- 500,000/-	} Rupees one lakh for } each Department, for } every financial year.
2.	Education	- 500,000/-	
3.	Educational Technology	- 500,000/-	
4.	English	- 500,000/-	
5.	Forestry	- 500,000/-	
6.	Psychology	- 500,000/-	
7.	Public Administration	- 500,000/-	
8.	General & References (Central Library)	- 20,00,000/-	
	Total	55,00,000/-	

Item No. 2

Staff : The Mizoram Campus Library is staffed by one Assistant Librarian, one Junior Library Assistant and one Library Attendant. In this condition, it is virtually impossible to operate library smoothly. Staff is needed at various points to improve the existing service and introduce new ones. The requirements of the staff during the "Seventh Plan" period will be as follows :-

1. Deputy Librarian - 1 - Rs 1200-1900/-

The way the NEHU Library system is expanding in collection and services, there is a need for Deputy Librarian who will co-ordinate different works and look after Campus Library in executing the policies laid down.

2. Assistant Librarian - 1 - Rs 700-1600/-

Only one Assistant Librarian is not enough to look after the whole campus library. The campus library is growing bigger and bigger, within five years it is sure that the campus library will need more, and at least one additional Assistant Librarian.

3. Professional Assistant - 2 Rs 550-900/-

Two more Professional Assistants will be need for :-

- (1) Reference work - There is a need for a Professional Assistant at the Reference Desk to provide services to the readers in the use of Cataloguing, search and location of materials.

Contd/...

(2) Classification : There is need for a Professional Assistant to help the Assistant Librarian in classification work.

4. Reprographic Technician - 1 - Rs 550-900/-

The Reprographic Machine is to be provided by the Central Library to the Campus Library, there is a need for such a Technician.

5. Reprographic Assistant - 1 - Rs 425-700/-
for the

The Assistant/work of Reprography is also needed.

6. Accountant - 1 - Rs 425-700/-

An Accountant in the Library to handle the amount sanction for library books, furnitures, journals and other charges is needed.

7. Semi-Professional Assistant - 3 - Rs 380-640/-

Three more Semi-Professional Assistants are needed for:-

(1) Cataloguing Unit 1

(2) Circulation Unit 1

(3) Periodical Unit 1

(4) Technical Unit 1

8. Junior Stenographer - 1 - Rs 380-700/-

No post exist for the time being. As the Library is the centre of the teachers and students. Junior Stenographer is needed to do the official works every now and then.

9. Cashier - 1 - Rs 260-400/-

A Cashier to help the Accountant to handle the amount sanction for Library will be soon needed.

10. L.D.A.-Cum-Typist - 1 - Rs 260-400/-

No post exist for the time being. But we feel that the Library needs the L.D.A.-cum-Typist to work in the Library.

Contd/...

11- Junior Library Assistant : 4 - Rs 260-400/-.

Four more Junior Library Assistants are needed for the following sanction:-

- (1) Cataloguing Section - 1
- (2) Circulation Section - 1
- (3) Periodical Section - 1
- (4) Technical Section - 1
- (5) Acquisition Section - 1

12. Senior Library Attendant - 1 - Rs 260-350/-.

Library is functioning open access system. The post for Senior Library Attendant is proposed.

13. Library Attendant - 5 Rs 225-290/-

Library is functioning open access system. We will be needing the five more Library Attendants as the minimum during the Seventh Plan Period.

14. Driver - 1 - Rs 260-400/-

As we proposed to purchase a Jeep with trailer for delivery of book parcels, furniture, equipments, etc., a Driver is needed to handle the vehicle.

15. Book Binder - 1 - Rs 260-400/-

Book binding Section manned by a competent Book Binder should also be opened.

16. Janitors : (Gate-Keepers) - 2 - Rs 210-290/-

Both these posts are proposed, no post exists at present. Janitors are badly needed to be on duty at the Library entrance to check the visitors and to keep their belongings at the entry of the Library.

17. Peon - 1 Rs 210-290/-

No post exist for the time being. We feels that the posts of Peon is badly needed as the other staff are having their respective charges, in which their presence in their seats are always needed.

Contd/....

18. Library Cleaner : 3- Rs.210-290/-

No post exist for the time being, but the Library books, Tables and reading materials etc. are to be cleaned from time to time.

19. Library Sweeper: 1-Rs.210-290/-

No post exist for the time being. As the Library is the centre of the students and teachers, a sweeper is badly needed to have the building cleaned every now and then.

20. Chowkidar: 2-Rs 210-290/-

No post exist at present. To look after the safety of the Library. Chowkidar is needed to keep watch during non Working hours.

Thus the total requirements of the staff of the Mizoram Campus Library as addition to the present staff will be as follows during the Seventh Plan Period.

1.	Deputy Librarian	-1	Rs. 1200-1900	Rs.349,000.00
2.	Assistant Librarian	-1	Rs. 700-1600	Rs.184,800.00
3.	Professional Assistant	-2	Rs. 550-900	Rs.168,100.00
4.	Reprographic Technician	-1	Rs. 550-900	Rs. 84,350.00
5.	Reprographic Assistant	-1	Rs. 425-700	Rs. 71,525.00
6.	Accountant	-1	Rs. 425-700	Rs. 71,525.00
7.	Semi-Prof. Assistant	-3	Rs. 380-640	Rs. 56,600.00
8.	Junior Stenographer	-1	Rs. 380-700	Rs. 84,000.00
9.	Cashier	-1	Rs. 260-400	Rs. 60,180.00
10.	LDA-CUM-Typist	-1	Rs. 260-400	Rs. 60,180.00
11.	Jr. Library Assistant	-4	Rs. 260-400	Rs.684,000.00
12.	Senior -do-	-1	Rs. 260-350	Rs. 60,180.00
13.	Library Attendant	-5	Rs. 225-290	Rs.576,300.00
14.	Driver	-1	Rs. 260-400	Rs. 60,180.00
15.	Book Binder	-1	Rs. 260-499	Rs. 60,180.00
16.	Janitors(Gate Keeper)	-2	Rs. 210-290	Rs. 67,200.00
17.	Peon	-1	Rs. 210-290	Rs. 30,900.00
18.	Library Cleaner	-3	Rs. 210-290	Rs. 92,700.00
19.	Library Sweeper	-1	Rs. 210-290	Rs. 30,900.00
20.	Chowkidar	-2	Rs. 210-290	Rs. 61,800.00
				Total- Rs. 3,192,600.00

Contd/.....

ITEM NO.3:

FURNITURE: Rs.462,050/- Rupees Four lakhs sixty two Thousand Fifty) Only for furniture.

The existing facilities in the Library is totally inadequate to satisfy in increasing the demands both from the students as well as the staff members. This is particularly so regarding the furnitures. As the number of titles are growing day by day. I am finding it extremely difficult to accomodate the copies in the existing set up.

1) Rs.35,00,000/- (Rupees thirty five lakhs) Only.

28 Shelves with 28 books stoppers with index holders of polis H-7' 6" x 0-21 $\frac{3}{4}$. The estimate cost of per rack will be approximately Rs.7,000/- (Rupees Seven thousand). Such ten racks are proposed to be purchased every financial year. Therefore, the total amount will come up to Rs.35,00,000/- within five years. Book case stell Almirahs are also proposed to

2) Rs.112,050/- (Rupees one lakh twelve thousand fifty) only.

This amount will be spent on reading tables, secretariat tables for Deputy Librarian, and Assistant Librarian, Half Secretariat Tables for Professional Assistants, Semi-Professional Assistants, and Junior Library Assistants, Typewriting (Big Roller system) and one big round table with Pigeon holes for collecting reader's bags etc. Wooden long tables with one hundred and twenty (120) Wooden chairs with cushions for the readers are needed.

ITEM NO.4

Rs. 5,00,000/- (Rupees five lakh) only for subscription of journals , Periodicals and Various Newspapers.

As it is well known, a good Academic Library not only requires sufficient number of texts and References books, but also numerous standard journals and Magazine relovant for the subjects concerned.

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At present, the number of journals being subscribed for the Library are too inadequate, moreover, a long lists suggested journals from Departments are kept pending due to the lack of funds. Many of these journals are from foreign countries, and hence the need for increased fund for the subscription.

ITEM NO.5

Rs.2,00,000/- (Rupees two lakhs) only for Book Binding Section.

Book Binding Section manned by a competent Book Binder should also be opened. For salary of the staff and others charges, the amount of Rs.2,00,000/- (Rupees two lakhs) only is proposed for the 7th Five year plan.

ITEM NO. 6:Rs.2,00,000/- (Rupees two lakhs) only for contingency and expenses for the library Administration. A Jeep with Trailer is essential for the Library Consignment of books and periodicals by the suppliers are to receive regularly we have to get them cleared from the Transport Offices and carry to the library by our shoulders. We need a Jeep for carrying the parcels, and for journey purpose.

ITEM NO. 7: Rs.50,000/- (Rupees fifty thousand) only for purchase of important materials which are not including among the furniture, such as Telephones, Electric room heaters, for the staff, writing pad (letter head) Ovens, Carpets, Doormats, portraits, wall maps etc. The proposed fund will be of such use for these materials.

ITEM NO.8Rs.2,91,240/- (Rupees two lakhs ninety one thousand two hundred forty) only as estimated (for five years) cost increased space for the library.

The above, mentioned figures is estimated on the basis of prevalent rent structure of this town, (i.e. Rs.4854/-per month)

ITEM NO.9.50,000/- (Rupees fifty lakhs) only for construction of the Library.

I find it imparative to build the separate construction of Library during the Seventh Plan. It is far more Economical to have our own building constructed than to take private homes on rent indefinitely.

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Bontd/.....

1.	For Reference Books	-Rs.20,00,000.00
2.	For Text Books (for 7 Deptt)	Rs.35,00,000.00
3.	Journals, Periodicals and Newspapers	-Rs. 5,00,000.00
4.	Furnitures and Equipments	-Rs. 5,00,000.00
5.	Rent for Library	-Rs. 2,91,240.00
6.	Other Charges including construction of library building and for the pur- chase of Jeep with trailer	-Rs.52,50,000.00
7.	Pay of existing staff	-Rs. 622,800.00
8.	Pay of proposed staff	-Rs.31,92,600.00

GRAND TOTAL Rs.1,59,26,640.00

(Rupees one hundred fifty nine lakhs twenty six thousands six hundred) only.

ANNEXURE

Year	General & reference	Textbooks and other	Journals, Periodicals & News-papers.	Furniture	Rent for Library	Other charges	
1985-86	400,000/-	700,000/-	50,000/-	100,000/-	58,246/-	10,000/-	
1986-87	400,000/-	700,000/-	90,000/-	100,000/-	58,248/-	210,000/-	One Jeep with Trailer is proposed to be purchased for delivery of parcels from the Godowns and for journey.
1987-88	400,000/-	700,000/-	100,000/-	100,000/-	58,248/-	500,100/-	It is proposed to start the construction of Campus Library.
1988-89	400,000/-	700,000/-	120,000/-	100,000/-	58,248/-	10,000/-	Construction of Campus Library will be going on during this year.
1989-90	400,000/-	700,000/-	130,000/-	100,000/-	58,248/-	10,000/-	Construction of Library will be going on in expect to complete during this year.
TOTAL	20,00,000/-	35,00,000/-	500,000/-	500,000/-	29,1240/-	5,251,000/-	

ANNEXURE : E

Non-Plan -

Headquarters	Rs 5,00,000.00.
Nagaland Campus	Rs 1,00,000.00.
College of Agriculture	Rs 1,00,000.00.
Mizoram Campus	Rs 1,00,000.00.

Plan -

Headquarters	Rs 25,00,000.00.
Nagaland Campus	Rs 8,00,000.00.
College of Agriculture	Rs 4,00,000.00.
Mizoram Campus	Rs 8,00,000.00.

ANNEXURE ! F

Campuses	Expenditure for 1984-85	Budget provision for 1985-86	Revised estimates for 1985-86	Estimates for 1986-87
Headquarters	Rs 15,41,387.00	Rs 15,00,000.00.	Actual expenditure for 1984-85 Rs 15,41,387.00.	Approximate expenditure for 1986-87 Rs 18,72,595/-
			Provision for 15% increase in periodic subscription Rs 2,31,208.00.	Provision for 115% increase in periodical sub- scription <u>Rs 2,80,889.25</u> Rs 21,53,484.25.
			New periodicals subscribe under Plan money and to be brought under non-plan during 7th Jan Rs 1,00,000.00. Rs 18,72,595.00.	
			i.e. Rs 19 lakhs.	i.e. Rs 22 lakhs.
Nagaland Campus	Rs 70,000.00.	Rs 50,000.00.	Actual expenditure for 1985-86 Rs 70,000.00.	Approximate expenditure for 1985-86 Rs 81,000.00.
			Provision for 15% increase in periodical subscription <u>Rs 10,500.00.</u> Rs 80,500.00.	Provision for 15% increase in periodical subscription <u>Rs 12,150.00.</u> Rs 93,150.00
			i.e. Rs 81,000.00.	i.e. Rs 95,000.00.

Contd/...

College of Agriculture Rs 50,000.00.

Actual expenditure for 1984-85 Rs 50,000.00.

Approximate expenditure for 1985-86 Rs 72,500.00.

Provision for 15% increase in periodical subscription Rs 7,500.00.
Rs 57,500.00.

Rs 10,875.00.
Rs 83,375.00.

Provision for some important new journals Rs 15,800.00.
Rs 72,500.00.

i.e. Rs 75,000.00.

i.e. Rs 85,000.00.

Mizoram Campus Rs 38,973.00.

Rs 30,000.00

Actual expenditure for 1985-86 Rs 38,973.00

Approximate expenditure for 1985-86 Rs 55,000.00.

Provision for 15% increase in periodical subscription Rs 5,845.95.

Provision for 15% increase in periodical subscription Rs 8,250.00
Rs 63,250.00.

Provision for some important new periodicals Rs 10,000.00.
Rs 54,818.95

i.e. Rs 55,000.00.

i.e. Rs 65,000.00.

6:3 - Leave/Deputation -

(i)

Grant of extension of Extra-Ordinary-Leave for another one more year to Dr. J.R.B. Alfred, Reader, Department of Zoology -

Dr. J.R.B. Alfred was granted Extra-ordinary-Leave with effect from 1.7.83 to 30.6.84 vide E.C. resolution No.EC:35:83:03(i) dt.1.9.83 to take up his new assignment as Dy. Director, Zoological Survey of India.

The leave was further extended for one year with effect from 1.7.84 to 30.6.85 vide E.C. resolution No.EC:42:84:03(v) dt.18.12.84.

He has now, again requested for extension of Extra-ordinary-leave for one more year with effect from 1.7.85 to 30.6.86. The Head of the Deptt. did not recommend it. Dr. Alfred had been intimated by the office of the fact that his leave has not been recommended and that he should rejoin duties immediately. Dr. Alfred has, however, failed to resume duties till date despite orders communicated to him.

In view of his failure to comply with orders, it is proposed that the post held by Dr. Alfred in the University may be deemed to have been vacated in accordance with the Council's resolution in its 40th meeting.

The matter is placed before the E.C. for its consideration.

:::::

Implementation of Merit Promotion Scheme

The Merit Promotion Scheme formulated by the University Grants Commission was made effective from 1st January, 1983 vide E.C.'s resolution No.EC:34:83:05:2(ii).

The University invited applications under the Merit Promotion Scheme on 21st September, 1983. For various administrative reasons, the selections could not be held in 1983 and when the process was completed in 1984 and 1985, the appointments were made thereafter at different dates.

The Executive Council in its resolution No.EC:44:85:07(c) has remarked that a person who is adjudged suitable under the Merit Promotion Scheme becomes entitled to that position with effect from the date he completes the minimum eligibility conditions irrespective of the date on which the Selection Committee holds the interview, and resolved that the matter be examined in detail. This perhaps is contrary to Para 2(g) of the UGC guidelines (placed at Annexure-'A') which specifies that the main criteria for promotion under the scheme would be the merit of the work and not the seniority of the teachers.

However, a candidate who presents his work say in March, 1983 but due to administrative reasons was selected only in March, 1985 perhaps should not forego the benefit of their seniority for no fault of theirs. Also, it may happen that a candidate completes the minimum eligibility of 8(eight) years service in March, 1983 and presents his work only in March, 1985 and was selected, perhaps his appointment should not be w.e.f. the date he completes 8(eight) years service but w.e.f. the year in which he submitted his application, and the year for which the proposal is being considered.

Further, as per the decision of the Executive Council vide EC:44:85:07(vi)(a) it may be stated that any person who is recommended by a regular Selection Committee, but could not be appointed owing to his low position in the panel, could be appointed to the higher post under Merit Promotion Scheme without having to go through the selection procedures of Merit Promotion Scheme once again, on the day he becomes eligible in terms of the length of service criteria stipulated under Merit Promotion Scheme.

The problem here is in one particular instance, the University has appointed a teacher in December, 1984, the day he became eligible in terms of the Merit Promotion Scheme after having been recommended earlier by a regular Selection Committee but could not be appointed owing to his

low position in the panel. Such persons gain advantage in relation to the persons selected under the Merit Promotion Scheme.

After taking various factors into consideration and to avoid anomaly, the following principles are put forth for consideration for implementation of the Merit Promotion Scheme.

1. The University may fix a date by which the applications under the Merit Promotion Scheme will be received in the University every year. This could be September 30.
2. A 'critical date' may be fixed for making appointments effective the following year i.e., the commencement of the academic session. In NEHU the 'critical date' may be fixed as March, 1.
3. The selection process may be completed in the year the applications are invited and teachers selected be appointed with effect from the critical date, i.e. 1st March of the following year.
4. If for any reason the selections could not be finalised in the same year, the 'Notional appointment' of the teacher may be reckoned from the 1st March of the year he would have otherwise eligible provided he applied in that year, but for the delay in the selection process even if the selections are held at a later date than the critical date. In such cases, however, the teacher will draw his salary of the higher post from the date he actually joins while the benefit of drawal of increment may be allowed from the date of his 'notional appointment' to the higher post.
5. The principle of critical date, i.e., 1st March be made applicable to teachers appointed as per E.C. resolution EC:44:85:07(vi)(a).

The case of the teacher who was appointed in December, 1984 may also be governed on the above principle by making his appointment effective from the 1st March of the following year i.e., 1.3.85 notionally for the purpose of seniority while the issue of pay and allowances drawn by him from December, 1984 to February, 1985 may not be reopened.

The matter is placed before the Executive Council for consideration.

SECRETARY

UNIVERSITY GRANTS COMMISSION
BHADUR SHAH ZAFAR MARG
NEW DELHI .

D.O. No.F.1-87/(CP) Part I

November, 1982.

Dear Vice -Chancellor,

Kindly refer to D.O.letter No.F.1-87/(CP) dated the 14th January, 1981 from the Chairman, University Grants Commission regarding the scheme of Merit Promotion for University appointed teachers formulated by the UGC with a view to giving recognition to outstanding work done by the University appointed teachers and to providing for reasonable opportunities to them for professional advancement.

2. The above scheme has since been slightly modified and I am enclosing a copy of the revised guidelines for the implementation of Merit promotion scheme for University appointed teachers in the University

3. The Commission would make a contribution of Rs. 680/- per annum for each person promoted as Reader/Professor under the above scheme, in accordance with these guidelines for the remaining period of the Sixth plan only, after which the expenditure by the University as part of the maintenance grant. The University may now proceed with the implementation of the scheme.

4. The University would supply to the UGC necessary particulars, each year, of the persons considered under the scheme, the reference evaluations and recommendations alongwith minutes of the selection Committees and persons finally promoted.

With regards,

Yours faithfully,

Yours sincerely,

Sd/-

(R.K. CHHABRA)

Dr. B.D.Sharma,
Vice-Chancellor,
North-Eastern Hill University,
Shillong- 793 001.

Guidelines for implements of the Merit
Promotion Scheme for University Appoint-
ment appointed teachers.

PREAMBLE

The role of the teacher is crucial in the maintenance of Academic standards and discipline in an educational institution. A great responsibility, therefore, lies on the teacher to ensure that proper Academic atmosphere is maintained in the institution and that all academic work is carried out efficiently and with devotion to duty as a full-time employee of the institution. Every profession, for its orderly progress, needs certain rules of professional ethics, and education is no exception. In order to do justice to this challenging task the teacher has to be devotedly involved in programmes of teaching, research, assessment of his work and also of the institution. At the same time, it is necessary that teachers are provided reasonable opportunities for career advancement, and recognition of merit.

OBJECTIVES:

The basic objectives of the scheme should be (1) to recognise outstanding work done by the University teachers in the areas of teaching and research (2) subject such work to objective evaluation by experts in the subject areas concerned and (3) to provided for reasonable opportunities for professional advancement to such teachers, who merit academic recognition, on a competitive basis. The scheme therefore, may be appropriately named as "Merit Promotion for University Teachers". This would be in the nature of a flexible complementing Scheme wherein no additional posts are created, and the existing persons on the basis of critical assessment are promoted to the next higher level and the position is held by such incumbents as personal to them, and no resultant vacancy is required to be filled. Such a Scheme would considerably encourage the teachers to engage in advanced teaching and research and make distinct contributions which would merit recognition and promotion.

Contd/.....

METHOD OF IMPLEMENTATION:

2. (a) Teachers in the University department engaged in advanced teaching and research and whose contribution and achievements are such as to merit recognition may be considered for merit promotion in the first instance, after completing eight years of continuous service in their respective cadre, of which at least four years should be in the institution where he/she is being considered for such assessment and merit promotion.

(b) Any teacher who has been considered and not selected for merit promotion in the initial presentation could, however, submit his work again only after a lapse of two years.

(c) Teachers interested in such assessment and consideration of merit promotion should present their work to the University through their department, latest by 31st December each year or a date stipulated by the University.

(d) The University should generally take a decision before the beginning of the next academic year, so that such promotions can become effective from the date of the beginning of the next academic year, so that such promotions can become effective from the date of the beginning of the next academic session.

(e) While the final selection of person to be promoted can be made by the University in accordance its normal procedure, it would be necessary to refer the work (to include research, publications, book reviews, curriculum development, teaching aids, innovation in teaching methods, equipment developed etc) presented by the individual teachers to at least two reference in the subject/discipline concerned. The reference are to be selected by the Vice-Chancellor out of a panel of names set up according to the procedure prescribed by the University for Selection Committee. The evaluation reports by these reference should be kept confidential and should be made available to the Selection Committee. Merit promotion be given by the appointing authority to a teacher only on recommendation of the Selection Committee duly constituted after it has given least two outside experts on the Selection Committee in the case of promotion to readers and three outside experts for promotion to Professor in these cases.

.....
Contd/.....

(f) The post of a reader given to a lecturer or the position of a professor given to a Reader, through merit promotion, would be personal to the incumbent concerned (g) the main criteria for promotion under this scheme would be the merit of the work as defined above and not the seniority of the teachers .

3. Not more than 1/3rd of the number of total permanent position of lecturers or Readers within a department may held such merit promotions at next higher level at any given time, further not more than two readers may be given such merit promotion as Professor within a department for the duration of a plan period. The persons holding such merit promotions would not count for determining the total posts in the cadre of readers for purpose of merit promotion to professors. It would be desirable for a department not to fully utilise the merit promotion scheme at one time, but to phase it out so that the full quota could be reached in the plan period.

4. Additional funds required to implement this scheme in the State Universitties may be provided by the Commission as plan assistance on the condition that after the Commission's assistance ceases, the University/State Government would treat this as committed expenditure.

5. No additional/ extra staff can be provided in the category of posts from which a person has received merit promotion to the next higher post, consequent upon the implementation of this scheme. The work load should therefore be adjusted suitable without seeking additional position.

6. While making selection for such promotions, it is not expected that the selection committee would recommend any advance increment, nor is it expected that any rules for pay fixation on promotion/selection to higher posts are applied to provide increment. Only marginal djustment would require to be made within the new scale, nearest to the salary already drawn by the promotion.

Contd/.....

7. The Commission, in order to enable the Universities to implement the scheme in the initial stage, would make a contribution of Rs. 600/- per annum for each person promoted as reader/Professor, under this scheme, in accordance with these Guidelines, for remaining period of sixth plan only, after which the expenditure of posts filled under the scheme would be taken over as committed expenditure by the University/State Government concerned.

8. Any Scheme which the University may already have for merit personal promotion and persons already promoted under such a scheme prior to the present scheme of the UGC becoming effective will not qualify for UGC assistance.

9. The University would furnish to the UGC necessary particulars, each year of the persons considered under the scheme the refer evaluations and recommendations along with minutes of selection committees and persons finally promoted.

6:6:1(8)

UNIVERSITY GRANTS COMMISSION

Bahadurshah Zafar Marg,
New Delhi - 110 002.

D.O.No. F.1-6/83(CP)

April 29, 1983.

Dear Vice-Chancellor,

Kindly refer to this Office D.O. letter No. F.1-87/78(C)P Part I dated 23rd November, 1982 and F. 1-6/83(CP) dated February 15, 1983, regarding Merit Promotion Scheme for University appointed teachers. Keeping in view the modalities involved in processing the cases, it has since been decided that the University, if they so desire, after consulting the State Government concerned, give the benefit of the above scheme to the University appointed teachers with effect from 1st January, 1983. The Commission's assistance would be available from 1st January, 1983 to 31st March, 1985.

With regards,

Yours sincerely,

Sd/- D. Shankar Narayan

Dr B.D.Sharma,
Vice-Chancellor,
NEHU, Shillong.

University Grant Commission

F.1-7/83(CP)

29th April, 1983

To,

Dr. B.D.Sharma,
Vice-Chancellor,
North-Eastern Hill University,
Lower Lachumiere, Shillong -1

Sub: Merit Promotion Scheme for University and College appointed teachers.

Sir,

In continuation of this office D.O. letters No.F.1-87/78(CP) pt.I dated 23.11.1982 and 31st December, F.1-6/83(CP) dated 14.2.1983 and F.1-7/83(CP) dated 17.2.1983 on the above subject. I am directed to say that the University Grants Commission at its meeting held on 21st March, 1983 considered the comments/views received from the State Governments/Universities/Associations /Individuals on the Merit Promotion Scheme for University and College appointed teachers. The Commission noted the views expressed by the different State Governments, Universities and other organisations on the Merit promotion Schemes for University and college teachers and decided as follows:-

1. As already resolved by the Commission, the commission is not in favour of time bound promotions based only on the number of years of service rendered by a teacher. In this connection, the Commission noted that under the scheme only the teachers who have rendered a service of 8 years were eligible for considered on under merit promotion as indicated in the guidelines. If any State Government or a University desired to prescribe higher limit of years of service for eligibility for consideration under merit promotion scheme it could do so but the commission was not in favour of changing other guidelines prescribed for evaluation and procedure for the constitution of the selection Committee.

Contd/.....

2. In the case of lecturers in the Government colleges the minimum period of 8 years service for being eligible for consideration for merit promotion may cover continuous service in more than one college.

3. The commission's assistance for implementation of the merit promotion scheme, is in the nature of a contribution to enable implementation of the scheme and not for providing actual expenditure involved and thus its assistance would be limited to the amount already indicated and be available upto 31st March, 1985 Thereafter it should be treated as a committed expenditure to be taken over by the State Government.

4. It may not be possible to bring the teachers serving in the affiliated colleges which have not been brought under Section 2(f) of the UGC Act/or declared fit under Section 12(A) of the UGC Act, for assistance under this scheme.

5. The minimum number of years laid down as one of the eligibility conditions for consideration for the merit promotion scheme would relate to the period spent as a regular lecturer and would not take into account the experience, if any, as demonstrators instructors/research assistants /Asstt. lecturers etc.

The above decision of the commission is brought to the notice of the University for information and guidance. This may also kindly be brought to the notice of the affiliated colleges which are brought under Section 2(f) of the UGC Act or declared fit under Section 12(A) of the UGC Act.

Yours faithfully,

Sd/-

(Y.D.Sharma)

Deputy Secretary.

Copy to:-

1. The Secretary by name, Department of Education
Govt of _____ F.1-6/83(CP)

Contd/.....

6:6:1(11)

and in continuation of this office D.O. Letter No. F.1-87/78(CP) pt. I dated 1-1-1983, F.1-7/83(CP) dated 17th February, 1983 for information.

2. File No. F.1-6/93(CP)
3. The Secretary, Department of Technical Education of Technical Education, Govt. of _____

(Y.D.Sharma)
Deputy Secretary.

.....

(iii) Merit Promotion Scheme for University appointed teachers-

EC:34:83:05:2(ii) The Council considered and accepted the guidelines issued by the University Grants Commission for the implementation of the Merit Promotion Scheme for University appointed teachers and RESOLVED that the scheme be made effective from 1st January, 1983 and it will be applicable to all teachers of colleges maintained by it.

The Proforma for application for promotion under the Scheme is placed at Appendix- 4.

.....

- (ii) Introduction of revised A.C.R. Forms for Officers, Ministerial staff, Technical staff, Library staff and Grade 'D' staff and Stenographers in the University.

The University has been using A.C.R. Forms duly approved by the Executive Council.

At present the ACR Forms used for L.D.A. or equivalent and above (other than officers including Section Officers) do not contain a column for self assessment which is considered important for assessment, review and acceptance of the ACR. Some amendments have been made in other forms to be used for officers and other category of staff.

The revised forms duly approved by the Vice-Chancellor are placed before the members of the E.C. for their consideration and approval.

PART II - SELF ASSESSMENT/APPRIAL

1. Academic and professional achievements during the year, including degrees obtained/courses attended.
2. Special items of tasks assigned during the year, if any, from-----to-----.
3. Brief resume of work done by the individual during the year/period from-----to-----.

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NORTH-EASTERN HILL UNIVERSITY

SHILLONG 793001

FORM OF CONFIDENTIAL REPORT ON DEPUTY REGISTRAR/ASSISTANT REGISTRAR/
SECTION OFFICER/EQUIVALENT OFFICER :

Branch/Department/

Report for the year/period during :

PART I PERSONAL DATA

1. Name of Officer :
2. Date of birth :
3. Designation/Post held :
4. Whether Permanent/temporary/ad-hoc:
5. Date of continuous appointment to the present grade, viz :
6. Sections in which employed during the year/period under report & period of service in each :
7. Period of absence from duty on leave, training etc., during the year under report:

NOTE: ASSESSMENT

Assessment under columns 7 onwards below should not be indicated by tick marking but should be clearly expressed in suitable words.

8. State of health :
Please indicate whether :
 - a) The Officer physically energetic &
 - b) Mentally alert.
9. Temperament :
 - a) Is he claim & does he retain poise at times of pressure of work ?
 - b) Does he get provoked easily ?
 - c) Is he able to tolerate differences of opinion ?
10. Intelligence and understanding :
 - a) Exceptional & has clear grasp of any matter however complication :
 - b) Is intelligent & grasps a point correctly with reasonable speed :
 - c) Shows a barely adequate grasp :
 - d) Very slow and/or often misses the point :

11. Knowledge of Rules, Codes/Manuals, Instructions, Procedures/Act Statutes and Ordinances of the University :

- a) Has an exceptionally good grasp of the work of the office as a whole & the Rules, Codes, Manuals, Acts, Statutes & Ordinances generally, and thorough & intensive knowledge of the work of the branch :
- b) Has sound knowledge both of the work of the branch and that of the office as a whole :
- c) Knows just enough :
- d) Not good enough :

12. Quality of work :

i) Attention to detail :

- a) Most reliable and comprehensive :
- b) Considers all Relevant details :
- c) Apt to be over concerned with petty details and loses perspective :
- d) Inclined to be superficial :

ii) Judgement :

- a) His proposes or decisions are consistently sound and well thought of :
- b) Reliable
- c) Takes a reasonable view :
- d) Unreliable, undecided, rigid, superficial or erratic :

iii) Presentation of cases :

- a) Extremely clear, cogent and logical :
- b) Very good and expresses himself clearly and consisely :
- c) Just good enough :
- d) Does not have ability to present cases properly :

iv) Ability in Notings and Drafting :

- a) Excellent :
- b) Very good :
- c) Good :
- d) Ordinarily good :

v) Promptness in disposal of work :

- a) Very prompt :
- b) Reasonably prompt :
- c) Is slow and tends to delay :

13. Ability in discussion and conversation:
- Very effective and convincing :
 - Good & puts across his points clearly :
 - Expresses adequately:
 - Not very clear :
14. Quality of supervision :
- Very thorough and of a high order.
 - Good and useful.
 - Average and routine.
 - Poor.
15. Initiative and Drive :
- Excellent.
 - In good measure :
 - Adequate.
 - Lacking.
16. Readiness to assume responsibility :
- Promptly comes forward and accepts responsibility :
 - Accepts responsibility if it comes :
 - Tends to evade :
 - Passes responsibility to others :
17. Ability, Control & Management of staff:
- Ability to inspire confidence and to get the best out of the staff:
 - Gets the best from them :
 - Gets along well :
 - Just manages :
 - Inadequate:
 - Capacity to train, help and advise the staff and ability to handle his subordinates:
 - Excellent.
 - Very good :
 - Good :
 - Average:
18. Relationship with colleagues:
- Wins and retains the highest: regards of all :
 - Is generally liked and respected:
 - Not easy in his relationship but gets by :
 - A difficult colleague :

19. Other observations :

(This space may be utilised for remarks which complete, corroborate or supplement what has been indicated above. This should not, however be used for merely repeated in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in proforma given above which the Reporting Officer considers specially worth mentioning may also be indicated here)

20. Integrity:

(Instructions as circulated by the University vice Registrar's letter No:;;;;;

Dated: should be kept in mind)

"Nothing has come to my knowledge which casts any reflection on the integrity of Shri/_____ His general reputation for honesty is good and I certify his integrity."

Signature of Reporting Officer.
Name in block letters

Designation :

Dated :

* Categorisation' _____
(Poor/Very good/good/outstanding)

* Categorisation must be given on the basis of assessment recorded by the Reporting Officer as contained in Part-I above from columns 8 to 20.

NORTH-EASTERN HILL UNIVERSITY
SHILLONG 793001

ANNUAL CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF PROFESSIONAL/
SEMI PROFESSIONAL LIBRARY STAFF WORKING IN THE UNIVERSITY LIBRARY
FOR THE YEAR :

1. Full Name :
2. Date of birth :
3. Designation in full :
4. Date of continuous appointment
in the present grade :
5. Grade of pay :
6. Whether permanent/quasi-permanent
or temporary :
7. Position in the seniority list :
8. Nature of work on which employed :
9. Has he maintained a reputation for
honesty during the year under report ?
(If you are doubtful or your answer
is in negative, give reasons)
10. How long has he served under you ?
11. Has his work been satisfactory, if not
what are the specific defects ?
12. Attitude towards I) Library Service, II) Readers :
13. General Behaviour :
14. Have the defects in his work, conduct, attitude
or behaviour brought to the notice of the
Officer concerned ? Has any improvement in
respect of defects complained of in the last
report been communicated to him ?
15. Intelligence, industry and keenness:
16. Amenability to discipline :
17. Punctual attendance:
18. General remarks :

Head of Office.

NORTH-EASTERN HILL UNIVERSITY
SHILLONG: 793001

FORM OF CONFIDENTIAL REPORT ON EXECUTIVE ENGINEER BRANCH/DEPARTMENT :
REPORT FOR THE YEAR/PERIOD ENDING :

PART-I (PERSONAL DATA)

1. Name of Officer :
2. Date of Birth :
3. Designation/Post held ;
4. Whether Permanent/Ad-hoc
Temporary :
5. Date of continuous appointment
to the present grade ;viz;
6. Sections in which employed during
the year under report & period of
service in each :
7. Period of absence from duty on leave,
training, etc., during the year under
report :

Note : Assessment under columns 8 onwards below should not be indicated
by tick marking but should be clearly expressed in suitable words.

PART- II ASSESSMENT BY THE REPORTING/REVIEWING/ACCEPTING OFFICER

8. State of Health :
9. DEPARTMENT EFFICIENCY :
 - a) How has he managed the work
during the year in regard to :
 - i) Speed
 - ii) Quality
 - iii) Economy
 - b) Has he been able to exercise adequate
control over the expenditure with
respect budget allotments ?
 - c) Are his decisions sound & practical ?
10. GENERAL BUSINESS HABITS :
 - A) Are his relations with those working with him
generally cordial, and does he display good
temper and tact in dealing with those with
whom he comes into contact ?
 - b) Are cases disposed of promptly ?
 - c) Readiness to assume responsibility ?
 - 1) Promptly comes forward and accepts responsibility ?

ii) Accepts responsibility if it comes :

iii) Passes responsibility to others :

11. KNOWLEDGE OF RULES AND PROCEDURE :

- a) Has he adequate knowledge of departmental & accounts rules and procedure to be able to properly control the works and expenditure in the Division :
- b) Has he proved his fitness for the power delegated to him for technical sanctions, acceptance of tender/work orders etc :

12. GENERAL QUALIFICATIONS :

- a) Does he show adequate initiative & drive & is he energetic ?
- b) Is there anything in his work to show that his efficiency as University Officer is impaired by his constitution or habits??
- c) Does he take adequate interest in training of his Assistant Engineers and Junior Engineers ?

13. Ability to analyse facts, propose alternatives and visualise consequences and repercussions to help decision and policy making:

- a) Excellent, effective and convincing ;
- b) Very good :
- c) Good:
- d) Average :
- e) Poor :

14. Ability of discussion and conversation :

- a) Very effective and convincing :
- b) Good & puts across his points :
- c) Expresses adequately :
- d) Not very clear :

15. Quality of supervision :

- a) Very thorough and of a higher order :
- b) Good and useful ;
- c) Average and routine :
- d) Poor:

16. Professional ability :

- a) Is he well conversed with the principles of Design & preparation of estimates ?
- b) Is he efficient in Planning and execution of works ?
- c) Has he any special professional attainments ?
- d) Does he keep abreast with and apply modern techniques ?

17. Presentation of cases :

- a) Extremely clear, cogent and logical :
- b) Very good ' expresses himself clearly & consisely :
- c) Just good enough :
- d) Does not have ability to present cases properly :

18. Integrity:

(Instructions as circulated by the University vide Registrar's letter No:.....dated:.....should be kept in mind)

"Nothing has come to my knowledge which casts any reflection on the integrity of Sri _____ his general reputation for honesty is good and I certify his integrity".

18

19. Over all ass-essment of performance and qualities :

20. * OVER ALL GRADING

(Outstanding/Very good/Good/Poor)

* On the basis of assessment as contained in Part-II of the report under reference.

Signature:
Vice-Chancellor

Name in block letters:

Date :

NORTH-EASTERN HILL UNIVERSITY
SHILLONG 793001

FORM OF CONFIDENTIAL REPORT OF LDA/TYPIST

BRANCH/DEPARTMENT :

REPORT FOR THE YEAR/PERIOD ENDING :

1. Name :
2. Date of birth :
3. Date of continuous appointments :
4. Whether permanent or temporary :
5. Sections in which served during the year under report and period of service in each :

ASSESSMENT BY THE REPORTING OFFICER :

6. Nature of work on which employed (Diary despatch, Recording and Indexing, cash and Accounts work, Typing, (Proof-Reading etc) :
7. Proper maintenance of prescribed registers and charts etc (e.g. Section Diary, Controlling Chart Despatch Registers, Index file, File register etc) :
8. Accuracy and speed in typing :
9. Intelligence, industry and keenness :
10. Observation on capacity to express himself with clarity and comprehensive in his notes and drafts (If he has/had occasions to do case work):
11. Amenability to discipline :
12. Punctual Attendance :
13. Relations with fellow employees :
14. General summing up of good and bad qualities:

Signature of the Reporting Officer.

Name in block letters:

Designation:

*Grading ' _____ ':

(Poor/Good/Very-good/Outstanding

* Grading must be given on the basis of assessment recorded by the Reporting Officer as contained above from column 6 to 14.

REMARKS OF THE REVIEWING OFFICER

ASSISTANT REGISTRAR OR CORRESPONDING OFFICER

(The Reviewing Officer should carefully and state whether he accepts the assessment recorded by the Reporting Officer in all respects. If he differs from the reporting Officer in any respects, the fact should be clearly stated).

1. Fitness for promotion to grade of Senior Clerk :

2. Grading ' _____ '
(Poor/Good/Very-good/Outstanding)

Signature of Reviewing Officer

Name in block letters :

Designation :

Signature of the next superior Officer
(with remarks, if any)

Grading ' _____ '
(Poor/Good/Very-good/Outstanding)

6:6:2(13)
-3--b--3-

6:6:2(13)

: 3 :

ACCEPTING AUTHORITY

ASSISTANT REGISTRAR OR CORRESPONDING OFFICER

(The Reviewing Officer should carefully read and state whether he accepts the assessment recorded by the Reporting Officer in all respects. If he differs from the Reporting Officer in any respect, the fact should be clearly stated.)

Signature :

Name in block letters :

Designation :

-3--b--3-

Signature for promotion to grade of Senior Clerk :

Signature of Reviewing Officer

Signature of Reviewing Officer

Name in block letters :

Designation :

Signature of the next superior Officer

-3--b--3-

Signature of Reviewing Officer

-3--b--3-

FORM OF CONFIDENTIAL REPORT ON SENIOR ASSISTANT

Branch/Department:

Report for the year ending:

1. Name :
2. Date of Birth :
3. Present grade :
4. Dt. of continuous appointment to the present grade :
5. Whether permanent or temporary:
6. Sections in which served during the year, under report & period, of service in each :

ASSESSMENT BY THE REPORTING OFFICER

7. Referencing & paging of notes & correspondence :
8. Keeping files & papers in tidy condition :
9. Maintaining properly the Assistant's Dairy & standing Guard Files :
10. Promptness & accuracy in disposing of work.
11. Intelligence, keenness & Industry:
12. Knowledge of procedures & regulations:
13. Aptitude for particular type of work:
14. Skill in drafting :
15. Relation with fellow employees :
16. Ammenability to discipline :
17. Punctual attendance :
18. Has he been responsible for any outstanding work during the year under report? If so, what?
19. Has he been reprimanded for indifferent work or for other causes during the year under report? Is so, give brief particulars:
20. Remarks as to defects in character indebtedness etc. which etc militate against efficiency and suitability for particular type of work:
21. General assessment of good and bad qualities:

*GRADING
(Poor/Good/Very-good/Outstanding)

*Grading must/given on the basis of
assessment record by the Reporting
Officer as contained above from columns
7 to 21

Date:

Signature of Reporting Officer
Name in Block Letter:
Designation:

Remarks on the Reviewing Officer (Assistant Registrar or Corfesponding
Officer).

(The Reviewing Officershould carefully consider and state whether he
accepts the assessment recorded by the Reporting Officer in all
respects. If he differs from the Reporting Officer in any respect,
the fact be clearly stated).

1. Fitness for promotion to the
Grade of Superintendent/
Assistant:

Date:

Signature of the Reviewing Officer
Name in Block Letters:
Designation:

REMARKS OF THE NEXT OFFICER IF ANY:

Date:

Signature:
Name in Block Letters:
Designation.

ACCEPTING AUTHORITY

- 10. Progress & security in discharge of work.
- 11. Intelligence & industry.
- 12. Knowledge of procedure of work.
- 13. Attitude for particular type of work.
- 14. Skill in drafting.
- 15. Relation with fellow employees.
- 16. Amiability to discipline.
- 17. Punctual attendance.
- 18. Has he been responsible for any out standing work during the year under report? If so, what?
- 19. Has he been recommended for additional work or for other courses during the year under report? If so, give brief particulars.
- 20. Remarks as to defects in character, indolence, etc., which may militate against efficiency and suitability for particular type of work.
- 21. General assessment of good and bad qualities.

FORM OF CONFIDENTIAL REPORT OF PERSONAL ASSISTANT/SENIOR SCALE
STENOGRAPHER/JUNIOR SCALE STENOGRAPHER.

Office/Department:

Report for the year/period ending:

1. Name of Officer:
2. Date of birth:
3. Present Grade:
4. Date of appointment to the present grade:
5. Names of officers with whom employed during the year and the period served with each:

ASSESSMENT BY THE REPORTING OFFICER

(If any of the items mentioned below do not apply, the Reporting Officer should mention this fact against the relevant items).

6. Regularity and punctuality in attendance:
7. Proficiency and accuracy in stenographic:
8. Intelligence, keenness and industry:
9. Trust-worthiness in handling secret, and top secret matter and papers:
10. Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews etc:
11. General assistance in ensuring that matters requiring attention are not lost sight of:
12. Initiative and tact in dealing with telephone calls and visitors:
13. Nature of other duties, if any, on which employed and whether carried them out satisfactory:
14. Fitness for promotion to the next higher grade:
15. Suitability for working as a Section Officer/Assistant:
16. Brief mention of any outstanding or notable work, if any, meriting special commendation:
17. Has he been reprimanded for indifferent work or for other causes during the period under report? If so, give brief particulars:
18. Remarks as to defects in character, indebtedness, etc, which may militate against efficiency and suitability:
19. General assessment of personality, integrity, character and temperament including relations with fellow employees, amenability to

Grading ' _____ '
(Poor/Good/Very-good/Outstanding)

Signature of the Reporting Officer
Name in block letters:
Designation:

Signature of Next Higher Officer:

In case of steno-typist, this assessment shall be given in regard to fitness for promotion to both the grades of Stenographer and Upper Division Clerk.

Note: The substance of an unfavourable report will, as rule, be communicated to the Officer reported on either orally or in writing as may be considered appropriate by the Reporting Officer and the fact of such communication noted on this report. Where the Reporting Officer feels that such communication will serve no useful purpose and may only discourage the officer reported, the decision not to communicate should also be noted.

NORTH EASTERN HILL UNIVERSITY
SHILLONG - 793 001

REPORT ON THE CONDUCT AND QUALIFICATIONS OF ASSISTANT ENGINEER

For the period from: _____ to: _____

Name of Officer reported on: _____

Rank of Officer Reported: _____

Name of Reporting Officer: _____

Period for which Assistant Engineer has served: _____ Years _____ Month

INSTRUCTIONS

- i) It is desirable that instances bearing out of epitions expressed should be given wherever practicable. They are more especially necessary wherever thereport is unfavourable.
- ii) It is expected that the Superintendent Engineers will in general terms give their own opinion regarding the conduct and qualifications of Assistant Engineer/Assitant Executive Engineer and that they will specially state how far they agree with the Executive Engineers report.
- iii) If the Engineer has served less than six months under the the Officer reporting the opinions of the Superintending and Executive Engineers under whom he has previously served should be obtained and attached to the report. If the reporting authority is transferred after a periof of more than three months he should eave to his successors a full report in the prescribed form.
the prescribed form.
- iv) Under "GENERAL REMARKS" such additional information should be given as may be necessary to assist the Chief Engineer to form and accurate opinion of the conduct and the qualifications of the Officer reported upon.

REPORT OF THE WORK CONDUCT AND QUALIFICATION OF:

_____ Years _____ months

1. Name of charge:
 - a) Name of the Sub-Divisions: _____
 - b) Description of work on which the Officer has been engaged: _____
2. Professional Ability:
 - a) Is his technical knowledge sounds?
 - b) Has he sufficient practical experience of buildings and roads etc?
 - c) Is he ~~efficient~~ efficient in maintenance of buildings and roads etc?
 - d) Has he any special professional attainments.
 - e) Does he show special aptitude for any particualr class of work?

3. DEPARTMENTAL EFFICIENCY:

- a) Has he adequate knowledge of initial accounts, and does he exercise sufficient supervision over them?
- b) Does he exercise effective Control over the work of his subordinate?
- c) Does he personally carry out proper checking of their work?
- d) Does he comply with Godal Rules regarding the counting of and accounting for, stock?
- e) Is he methodical and is his office in good order?
- f) Have inspecting officers had occasion to find any serious fault with his work? (Refer specially to any cases in which his work was praised or adversely commented upon).
- g) Are his arrangements for carrying out works satisfactory and are his methods economical or otherwise?
- h) Are his reports reliable?

4. GENERAL QUALIFICATIONS

- a) Mention specially whether he is
 - i) energetic (ii) Observant &
 - iii) has initiative & derive.
- b) Is he good tempered?
- c) Is he careful & painstaking in instructing & training his subordinates?
- d) Has he passed his Departmental examination?

5. Steps taken to remedy defects:

Has he taken steps during the year under report to remedy defects, if any, to which his attention might have been drawn in the previous year?

6. Promotion:

- a) Do you consider him to be an officer or more than ordinary attainment and abilities?
- b) Have you ever suggested his transfer from under your control, if so, why?
- c) Having regard to his work during the past year, do you recommend him for an increment under the time scale? If no, state the grounds on which you consider that the increment should be withheld.
- d) State whether you consider the Assistant Executive Engineer/Assistant Engineer qualified to hold charge of a Division?

7. General remarks:

Has he maintained reputation for integrity:?

Note: Deal fully with such evidence as is available of in-efficiency or corruption or other failings which impair his value. Any instance of corrup practices should be specifically stated.

Date:

Signature of Reporting Officer.

Name:

Designation:

Signature of Reviewing Officer

Name:

Designation:

Date:

Signature of Accepting Authority

Name:

Designation:

Date:

NORTH-EASTERN HILL UNIVERSITY
SHILLONG -I

FORM OF ANNUAL CONFIDENTIAL REPORT OF OVERSEERS/JUNIOR ENGINEERS

Reporting Officer should fill this form correctly. Any special remarks for which a place cannot be found or which requires to be made before next year's report is filled can be entered on the back of this form.

Recommendation Roll for the year ending:

1. 1. Name of the Official :
2. Designation :
3. Grade of pay :
4. Age (Date of birth) :
5. Length of service in the Deptt. :
6. Length of service in the present grade:
7. Office to which attached :
8. Nature of work on which employed:

II. Proficiency in

9. Civil Engineering :
10. Surveying and Levelling :
11. Drawing :
12. Estimating :
13. Office work and Accounts :
14. Stock Maintenance :
15. Tools and plant maintenance :
16. Dealings with contractors :
17. Measurements and billing :

III. Execution of Work

18. Efficiency :
19. Economically :
20. Rapidly :

IV

21. Character and habits :
22. Intelligency and Judgements :
23. Tact :
24. Temperament :
25. Ability to command and dealing with subordinates :
26. Ability to obtain and control labour :
27. Dealing with public :
28. Relation for integrity :
29. General worthiness and zeal :
30. General aptitude in the profession :
31. General remarks :

- 32. Was any warning given for carelessness or lack of interest in his work ? :
- 33. Has he taken steps during the year under report to remedy defects, if any, to which his attention was drawn in the previous year? :

VI, 34. Fitness for promotion (Strongly recommended, recommended, or not recommended) :

Grading ' _____ '
(Poor/Good/Very-Good/Cutstanding)

VII. 35. Whether the Officer is fit for confirmation in the post :

INTEGRITY CERTIFICATE

" Nothing has come to my knowledge which cast any reflection on the integrity of _____ his general reputation of honesty is good " .

Date :-

Signature of Reporting Officer

Designation :

Date :

REMARKS BY THE EXECUTIVE ENGINEER

Date :

Executive Engineer

NEHU, Shillong - 1

Grading ' _____ '
Poor/Good/Very-good/Outstanding

REMARKS BY ACCEPTING AUTHORITY

* Over all

Grading ' _____ '
Poor/Good/Very-good/Outstanding

Name :

Designation :

Date :

Office Seal :

*NOTE : Over all grading must be given on the basis of assessment recorded by the Reporting Officer and Reviewing Officer as contained in Part II and Part III of the report under reference.

NORTH-EASTERN HILL UNIVERSITY
SHILLONG 793001

FORM OF CONFIDENTIAL REPORT ON TRUCK/JEEP/BUS/CAR DRIVER FOR THE PERIOD
ENDING _____

1. Name in full :
2. Date of birth :
3. Scale of pay :
4. Present pay :
5. Total service :
6. Date of continuous appointment to the present post :
7. Educational and Technical Qualifications :
8. Observation on :
 - i) Intelligence
 - ii) Energy and reliability
 - iii) Punctual attendance
 - iv) Behaviour
 - v) Amenability to discipline
 - vi) Technical knowledge and ability
 - vii) Does he keeps the vehicle clean and tidy
 - viii) Is he capable of attending to petty repairs to the vehicles
 - ix) Is he economical in the use of petrol, lubricating oil, etc.
 - x) Does he take timely action for getting proper entries made in the log book.
 - xi) Adherence to the traffic regulations and civil laws.
 - xii) Number of accidents, if any, in the year :
 - i) Minor
 - ii) Major
9. Has he been responsible for any outstanding work during the period under review meriting special commendation? If so, What ?
10. Has he been reprimanded for indifferent work for other causes ? If so, brief particulars may be given :
11. Assessment of integrity :
(if anything adverse has come to your notice, please specify it also)
12. Remarks of the controlling officer:

FORM OF COMPLAINT...
MOTORIST SIGN HERE UNDER SIGNATURE
DATE

Signature of the Reporting Officer
Name in block letters :

Date :

Designation :

Remarks of the Reviewing Officer :

Remarks of the Accepting Officer :

- 1. Name in full
- 2. Date of appointment to the post
- 3. Qualifications
- 4. Observation on :
 - (i) Intelligence
 - (ii) Energy and reliability
 - (iii) Functional standards
 - (iv) Behaviour
 - (v) Amiability to discipline
 - (vi) Technical knowledge and ability
 - (vii) Does he keep the vehicle clean and tidy
 - (viii) Is he capable of attending to petty repairs to the vehicle
 - (ix) Is he economical in the use of petrol, lubricating oil, etc.
 - (x) Does he take timely action for getting proper entries made in the log book.
 - (xi) Adherence to the traffic regulations and civil laws.
 - (xii) Number of accidents, if any, in the year
 - (i) Minor
 - (ii) Major
- 9. Has he been responsible for any outstanding work during the period under review meriting special commendation? If so, what?
- 10. Has he been recommended for indifferent work for three consecutive years? If so, what particulars may be given?
- 11. Assessment of industry :
(If anything adverse has come to your notice, please specify it also)
- 12. Remarks of the controlling officer:

NORTH-EASTERN HILL UNIVERSITY

SHILLONG - I

ANNUAL CONFIDENTIAL REPORT OF COACHES

BRANCH/DEPARTMENT :

Name of the College :

YEAR:

Report for the year/period during :

-
1. Name :
 2. Date of birth :
 3. Designation/post held
& pay scale of the post held :
 4. Date of continuous appointment
to the present grade :
 5. Whether permanent/quasi-permanent/
temporary :
 6. Name of Centre(s) where the coach posted
during the period under report :
 7. Has the Coach maintained a reputation
for integrity during the year under
report :
 8. a) Has there been any marked improvement
in the standard of game/sport under his/
her charge during the year :
 - b) If answer to (a) above is in the negative
has this any bearing on the Coach's efficiency
or was it beyond his/her control as e.g. non-
attendance of trainees adverse whether, non-
availability of right type of quipment and
other facilities, unexpected increase of
trainees etc. :
 9. Capacity to observe punctuality :
 10. Capacity to describe clearly and simply the
basic elements of the sport/game concerned
and to infuse interest of sports in his /
her trainees :
 11. His/her ability to :
 - a) instruct beginner :
 - b) instruct advance trainees :
 12. a) Has his/her conduct been satisfactory ?
If not, what are the special defects ?
 - b) Have the defects in his/her work and
conduct noted in this report been
brought to his/her notice either
orally or in the form of a confidential
note ? If so, has any improvement
been noted subsequently ?
 13. Is he/she accessible to the trainees
and has he/her good influence with them :
 14. Has he/she been able to get the cooperation
of his/her colleagues and are his/her
relations with them cordial ?
 15. Soocial apptitude, if any (eg. speaking
writing, research work or organisations)
 16. Has any incident occured during the period
under report which brings credit or discre-
dit to the coach ?

- 17. His/Her sense of responsibility :
- 18. His/her power to improvise and ability to make best use of available equipment and other facilities
- 19. General remarks (Describe general characteristics bringing out good as well as bad points with suggestions for improvement, if any. Also state briefly his aptitude to work loyalty, honesty , enthusiasm/personality & general behaviour towards all).
- 20. *Grading ' _____ ' (Poor/Good/Very good/Outstanding)

* Categorisation must be given on the basis of assessment recorded by the Reporting Officer as contained above from columns 1 to 19.

Place :
Date :

Signature of Reporting Officer
(Designation & Office stamp)

REMARKS BY THE REVIEWING OFFICER :

Signature of the Reviewing Officer
(Designation & Office seal)

ACCEPTING AUTHORITY

Over all Categorisation ' _____ '

Signature of the Accepting Authority

Name in block letter s :

Date :

Designation :

NORTH-EASTERN HILL UNIVERSITY
SHILLONG 793001

FORM OF CONFIDENTIAL REPORT OF U.D. Assistant.

Branch/ Department :

Report for the year 1/4 period during :

1. Name :
2. Date of birth :
3. Date of continuous appointments:
4. Whether permanent or temporary :
5. Sections in which served during the year under report and period of service in each :

ASSESSMENT BY THE REPORTING OFFICER

6. Nature of work on which employed (Diary Despatch, Recording & Indexing Cash and accounts work, typing, proof-reading etc.)
7. Proper maintenance of prescribed registers and charts etc. (e.g. Section Diary, Control Chart, Despatch Register, Index slip, File Register, etc.)
8. Accuracy and speed in typing :
9. Intelligence, industry and Keeness :
10. Observation on capacity to express himself with clarity and comprehensive in his notes and drafts (if he has/had occassuins to do case work):
11. Amenability to discipline :
12. Punctual Attendance :
13. Relations with fellow employees :
14. General summing up of good and bad qualities :

Signature of the Reporting Officer
Name in Block Letters :

Designation :

*Grading ' _____ '
(Poor/Good/Very-good/Outstanding)

*Grading must be given on the basis of assessment recorded by the Reporting Officer as contained above from column 6 to 14

REMARKS OF THE REVIEWING OFFICER : Assistant Registrar of or Corresponding Officer.

(The Reviewing Officer should carefully and State whether he accepts the assessment recorded by the Reporting Office in all respects. If he differs from the reporting officer in any respect, the fact should be clearly stated)

1. Fitness for promotion to grade of Senior Clerk :

2. Grading ' _____ ' (Poor/Good/Very-good/Outstanding)

Signature of the Reviewing Officer

Name in Black Letters :

Designation :

Over all grading ' _____ ' (Poor/Good/Very-good/Outstanding)

Signature of the next Superior Officer(With remarks, if any).

Accepting Authority

Name in block letters :

Designation :

*Grading must be given on the basis of assessment recorded by the Reporting Officer as contained above from column 6 to 11

6: 7 - Others :

- (i) Request for appointing a Steering Committee for formulating the bye-laws for the Centre -

Placed as Annexure - 'A' is a letter dated 15th October, 1985, received from Dr Man Singh, Head, Centre for Science & Mathematics Education wherein he proposed for appointment of a Steering Committee for formulating the bye-laws for the Centre.

It may be stated that the Executive Council in its meeting held on 13th September, 1985, had considered the proposal for assessment of work being done in the Centres. The Executive Council had RESOLVED to constitute an Advisory Committee with three Deans to work out the details, prepare the programmes and define the functions of the Centres.

The Academic Council in its meeting held on 17th October, 1985, while considering certain points on the functioning of the Centres, had RESOLVED to authorise the Vice-Chancellor to frame the Ordinance on the working and functioning of the Centres.

The matter is placed before the Council for consideration.

MAN MOHAN SINGH
CENTRE FOR SCIENCE &
MATHEMATICS EDUCATION

15th October, 1985.

Dr B.D.Sharma,
Vice-Chancellor.

Sub:- Request for appointing a Steering Committee for
formulating the bye laws for the Centre -

Respected Sir,

The Centre for Science & Mathematics Education like other Departments of the University does not undertake organised teaching, leading to any degree, diploma or certificate. This Centre is different in nature with a commitment to design its programmes, to stimulate interest, encouragement and to expose the principles of Science, Mathematics and Scientific methods to the elementary, secondary, college students and teachers. Thus, it is very necessary for the Centre to adapt its working sessions and schedules as per the availability of its beneficiaries to the maximum extent. This also needs some adjustments in the vacations.

Since the Centre has to be a facility cum research cum development Centre, some defined hours of service and availability becomes necessary. Contrary to this conjecture, the Centre's staff vacations may need to be so regulated that it may remain open throughout the year. Thus, the difference in nature requires some amendments in the bye laws, especially concerning the working sessions, vacations, holidays, adjustment of vacations, finance, accounting, receipts and endorsement budget estimates, obedience of rules and regulations, disciplinary actions and appeals, specific evaluation criteria of work and the Centre as a whole, supervision, co-ordination of work, reporting schedules and projected programmes.

Contd/...

6:7:1(3)

Sir, in this regard it will be extremely nice of you to kindly place this request to the Executive Council on the behalf of the Centre, requesting their good office to appoint a Standing Committee, which will look into the bye laws in the light of the Centre's commitment to its objectives and amend the same to look into the management, administration and the programmes of the Centre.

Sir, your goodwill gesture in this regard will be a great help to give a shape to the Centre. Looking forward for favourable considerations and with kind regards.

Yours sincerely,

Sd/- Man Mohan Singh

(ii) Consultancy in a Pharmaceutical Company -

Prof. H. Junjappa, Head, Department of Chemistry, in his letter No. Chem/VC/1/85-7124, dated 10th September, 1985, has informed the University that he was being offered a consultancy job on retainer basis by the Organon Research Centre, Calcutta. The terms and conditions as laid down by the Organon Research Centre is placed at Annexure - 'A'. The Committee appointed by the University Grants Commission to go into the question of consultancy work to be undertaken by the academic staff of the Central Universities has prepared the guidelines which was accepted by the Commission (Annexure - 'B').

Therefore, the matter is placed before the Council for consideration whether to permit Prof. Junjappa to undertake consultancy work with the M/S. Organon Research Centre, as per UGC guidelines.

ORGANON RESEARCH CENTRE
38 CHOWRINGHEE ROAD, CALCUTTA - 700 071

Prof. H. Junjappa,
North-Eastern Hill University,
Bijni Complex,
Bhagyakul,
Shillong - 793003 (Meghalaya)

Your Ref: Our Ref: Sji:ldg Dt. 13th Aug., 35

Dear Prof. Junjappa,

This refers to your recent letter addressed to our Dr. A. N. Chatterjee and the discussion that you had with him with regard to the proposition of our taking advantage of your Consultancy Services. We have now great pleasure in announcing that we are agreeable to accept your Consultancy Services on retainer basis to be governed by the following terms and conditions.

1. PERIOD

The consultancy will be initially required for a period upto 12 months with effect from the date of acceptance of the terms and conditions contained in this letter, and this retainer contract will basically be of a temporary nature. However, the contract is renewable at the option of this Company by one month's notice.

2. AREA OF CONSULTANCY

Under this retainer agreement you will render to this Company your technical advices on all matters relating to Medicinal Chemistry as relevant for our antiparasitic research programme.

For the above noted purposes it will be necessary for you to visit our Laboratories situate on our Pharmaceutical Manufacturing Division at 182 Acharya Jagadish Chandra Bose Road, Calcutta - 700 014

Contd/.....

and at our Chemical Manufacturing Division situate at Changpar, 24 Parganas and at such other place or places from time to time as may be advised by this Company.

3. SECURITY

You will not at any time during the continuance of your retainership contract with the Company or at any time thereafter communicate verbally or in writing, directly or indirectly, on the affairs of this Company and /or the associates of this Company with any person or persons not connected with this Company, nor in any other way publish, divulge, or disclose any secret, dealing, information paper document or matter of any kind whatsoever relating to the affairs or the business of this Company and/or the associates of this Company or affecting the research and development activities of this Company except to such person or persons that you may from time to time be duly authorised by this Company to make known the same.

4. FEES

For your services you will be paid a fee or Rs.2000/- (Rupees Two Thousand only) per month. In accordance with the guidelines of the University Grant Commission, as conveyed to us by you, the monthly fees will be re-mitted by us in favour of the Registrar of the North-Eastern Hill University, Meghalaya to which you are attached. It is understood that out of the total fees payable by us a sum representing 25% of the fees will be appropriated by the said University and the balance will be paid by the said University to you direct.

Contd/.....

Besides you will be re-imbursed for all out of pocket expenses incurred by you during your stay on actual basis not exceeding Rs.100/= per day in Calcutta over and above the expenses incurred on air fare/train fare, local conveyance and hotel expenses.

The cost of materials used in carrying out the Consultancy Services for our own use and the charges for use of outside laboratory and other equipments for our benefits will be borne by us on actual basis.

However expenses to be incurred against these items should have prior sanction of our Dr. A.N. Chatterjee General Manager.

5. TERMINATION CLAUSE

This retainership agreement may be terminated by either side at any time prior to the normal period of this agreement by either side giving to the other one month's prior notice in writing.

6. OTHER CLAUSES

Please note that prior to your undertaking your Consultancy Services with us you should obtain a written concurrence from the University to which you are attached and also from the Dean of Consultancy as enumerated in the above noted guidelines of the University Grant Commission. It may be kindly noted that this agreement does not in any manner constitute a master and servant relationship between you and this Company. If you are agreeable to the terms and conditions as stipulated above kindly then signify your consent by returning to us the enclosed duplicate copy of this letter duly endorsed by you with your signature in token of your formal acceptance of the same.

for Yours sincerely,
ORGANON RESEARCH CENTRE

Sd/- P. GUPTA
Chairman

6:7:2(5)

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI - 1

No. F.16-12/76(IT) Pt. II

September 17, 1984.

To

The Registrar,
NEHU, P.O. Lower Lachumiere,
Shillong - 793 001.

Sub:- Consultancy work to be undertaken by the Academic Staff of the Central Universities and Institutions deemed to be Universities.

Sir,

The University Grants Commission at its meeting held on August 1, 1984 considered the report of the Committee constituted to examine the manner in which consultancy work can be undertaken by the academic staff of the Central Universities and Institutions deemed to be Universities, and resolved as under:-

"The Commission accepted the recommendations of the Committee appointed by the UGC to examine the manner in which consultancy work can be undertaken by the Academic staff of the Central Universities and Institutions deemed to be Universities. The Commission desired that the consultancy work may also be allowed to the Vice-Chancellor/Heads of the Institution on the same terms and conditions as of teachers. The time to be spent on the consultancy work should normally not exceed 40 days per year".

Copy of the guidelines accepted by the Commission in this regard is enclosed (Annexure - I). The above is brought to the notice of the University for guidance and necessary action.

Yours faithfully,

Sd/- R.P.Gangurde
Deputy Secretary

GUIDELINES FOR CONSULTANCY WORK BY THE ACADEMIC
STAFF OF THE CENTRAL UNIVERSITIES AND INSTITUTIONS
DEEMED TO BE UNIVERSITIES.

Guidelines for Professional Consultancy :

Preamble :- In order to ensure effective teaching in the technological Institutions, there is a great need for interaction with the industry and other comparable Institutions of higher learning in the form of :-

- a) Industrial Consultancy
- b) Sponsored Research
- c) Transfer of know how in the shape of patents, etc.
- d) Inter-institutional collaboration in selected research areas of mutual interest.

Consultancy services may be categorised as under :-

a) Individual Consultancy

Consultancy that does not involve the use of any Institutional facilities.

b) Institutional/Departmental Consultancy

It involved the use of University facilities such as equipment, instrument, computer, laboratory staff and administrative persons, etc.

Organisational set-up

The syndicate of a University may set up a small unit headed by a senior Professor (name as Dean consultancy or Director consultancy or any other designation) who will co-ordinate and guide the consultation activities of the University and to take suitable administrative actions to control such activities as per rules framed by the University in this regard. He may exercise such authority as may be vested in him by the Vice-Chancellor.

Contd/....

Payment for consultancy and permissible limits

1. All consultancy assignment by faculty members should be undertaken with prior concurrence of Head of the Department and permission of Dean consultancy.
2. A faculty member may be allowed to spend normally a maximum of 40 days a year for consultancy. In special cases Vice-Chancellor's permission may be sought.
3. Examinations, lectures, selection committees and other professional work of faculty are not to be included in the consultancy.
4. All remuneration for consultancy should be received by a cheque/draft in favour of Registrar of the University. Individual faculty members should not receive any cash directly.
5. A faculty member or a group will receive 75% of total consultancy fees (item vii(f) of paper II) paid by the client and the balance of the 25% of such amount shall be remitted to the University development fund.
6. Remuneration paid to an individual faculty member for consultancy as his share in one academic year should not exceed his total salary for the year. Any amount in excess of this prescribed limit due to a faculty member will be remitted to the University development fund.
7. Quarterly statements of consultancy services rendered by each faculty shall be forwarded by the Dean, Consultancy for information and record of the Vice-Chancellor. This statement will also show the totals of fees received by individuals upto date in the academic year.
8. DA/TA are to be paid as admissible according to University rules or as per agreement with the client.
9. The Consultant can use the Institute computer on payment basis or computer from outside for the consultancy job. The payment for the use of the computer will be made on the actual basis.
10. The consultancy work should not interfere with the normal teaching/research work of the Department/ University and other duties which may be assigned to staff by University authorities.
11. Before accepting the consultation job, the faculty member should obtain the approval of the Dean, consultancy through the Head of the Department giving the following details :-

Cpntd/-...

- a) Name and address of the clients/organisation
- b) Title of the consultancy job
- c) A brief description of the work to be done
- d) Names of the staff members and other outside experts who will be involved in giving their consultancy.
- e) Whether the consultancy will make use of any University facilities like lab. equipments or lab. staff.
- f) An estimate of the charges proposed to be recovered from the client under the following headings :-
 - i) Expenses to be incurred on lab. work O.T.A./honorarium to staff of lab. and others who are not consultants.
 - ii) Cost of material use in carrying out this consultancy.
 - iii) Charges for use of lab. equipments and instruments.
 - iv) Charges for use of lab. equipments and instruments.
 - v) TA/DA for visits to site, etc.
 - vi) Administrative/overhead charges to be paid to the University.
 - vii) The technical fees.

The expenses under the first five categories will be on actual basis and any savings will be credited to the University Development Fund. However, any shortage under these heads will be debited to the amount under the Heading of "Technical Fees".

The administrative charges and charges for use of equipment/instrument will be decided by the University as a percentage of the total amount of fees to be charged so that the proportion remains same for all cases of consultation. However, for individual consultancy where labs. facilities are not needed, no charges on labour and material should be regulated as per the usual procedure of the University.

Out of the fee stated above in (cl. (f) vii of para II) 25% will be credited to the University Development Fund and 75% will be paid to the consultant, subject to the upper limit stated earlier.

The above break up of the consultancy charges is for the internal administrative use of the University only and may not be given to the client for whom a lump sum figure of total consultancy charges may be quoted.
