



With regard to **Item 5:8: Others under (i) 2011 Convocation and proposal to invite His Excellency, the Vice-President of India as Chief Guest, confirmation has been received from the Vice-President's Office and the consent of the Chancellor also has been received by the University. The Convocation will therefore be held on 12<sup>th</sup> October, 2011,** also regarding **Item 6:7:(ii) Exemption of payment of electricity bill in Quarter P.26-.Exemption relates to the period April 2006 to October, 2010.** Regarding **Item No. 7:5 (i) Regarding Annual Report 2009-10-Non-submission of details of Centre for Science Education by the Head of the Centre-the same shall go to personal file of Prof M.M. Singh.** Regarding **7:6: (ii)Providing of Pen drives to EC Members the decision of the Council has been implemented.**

**(ii) Ph.D. for Non-teaching Employees.**

**NO:EC:146:2011:2:(ii):** The Council considered the recommendation of the Committee to examine the requirement for non-teaching employee for pursuing part-time Ph.D. Programme and **RESOLVED** to approve the same as per **Annexure-A.**

**(iii) Bank Accounts.**

**NO:EC: 146:2011:2:(iii):**The Council considered the action taken on the Minutes of the 145<sup>th</sup> meeting of the Executive Council on Bank Account No. 10045 of Computer Centre transferred to SBI NEHU Branch and noted the same. The Council also **RESOLVED** that a uniform procedure for Opening and Operating of Bank Accounts, as per detailed guidelines be followed as at **Annexure-B.**

**ITEM NO.3 RATIFICATION OF ACTION TAKEN BY THE VICE CHANCELLOR.**

**(i) Appointment of Heads of Departments.**

**NO:EC: 146:2011:3:(i):(ii)(iii) &(vi):** The Council ratified the action taken by the Vice-Chancellor in appointing Prof. N.Venugopal as Head of the Department of Botany, NEHU, for a period of three years w.e.f. 12.03.2011(FN) vice Prof. (Mrs) M.S. Dkhar.

The Council ratified the action taken by the Vice-Chancellor in appointing Dr. Umarani Pappuswamy as Head of the Department of Linguistics, NEHU, for a period of three years w.e.f. 8.04.2011(FN) vice Dr. Sailendra Kumar Singh.

The Council ratified the action taken by the Vice-Chancellor in appointing Prof. Nikhlesh Kumar as Head of the Department of Sociology, NEHU, for a period of three years w.e.f. 01.04.2011(FN) vice Prof. C.L. Imchen.

The Council ratified the action taken by the Vice-Chancellor in appointing Prof.(Mrs) Gitasree Das as Head of the Department of Statistics, NEHU, for a period of three years w.e.f. 19.05.2011(AN) vice Dr. Tapan Kr. Chakraborty.

**(iv) Professor to the Rajiv Gandhi Chair for Contemporary Studies.**

**NO:EC:146:2011:3:(iv):** The Council ratified the action taken by the Vice-Chancellor in correcting the Minutes of the 125<sup>th</sup> Meeting of the Executive Council held on 7.7.2006 and the name of the Chair be read as the **Rajiv Gandhi Chair for Contemporary Studies** instead of Rajiv Gandhi Chair in Protective Discrimination.

**(v) Grant of lien to Dr. S.M. Bendre, Professor, Department of Statistics, NEHU, Shillong**

**NO:EC: 146:2011:3:(v):** The Council ratified the action taken by the Vice-Chancellor in granting of lien to Dr. S.M. Bendre, Professor, Department of Statistics, NEHU, Shillong, for a period of one year w.e.f. 28.04.2011 (AN) to enable her to join her new assignment in the Indian Statistical Institute, Tezpur Centre, Tezpur.

**(vi) Appointment of Head, Department of Statistics.**

(Read along with Item No:EC: 146:2011:3:(i))


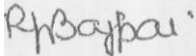


**A. Minimum Requirements for Non-teaching employees for pursuing part-time PhD programme:**

1. Must fulfill the minimum academic qualifications for admission to PhD programme, as stipulated by the University from time to time.
2. Must apply and compete with other applicants for admission to the PhD programme of a department/centre.
3. Must be a confirmed employee.

**B. Broad Guidelines**

1. A non-teaching employee, who is admitted to the PhD programme of a department/centre and duly permitted by the University for the same, may be granted appropriate leave for completing the coursework.
2. The total number of employees granted leave for completing the coursework may not normally exceed 10 percent of the confirmed employees in a cadre. Where the number of admitted candidates is more in a cadre, leave may be granted by following the principle of service seniority in a cadre.

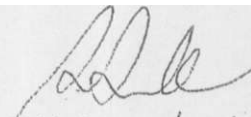


(R. P. Bajpai)

(L. Roy)

Chairman

Member

  
11/5/11

(T. B. Subba)

Member

NORTH EASTERN HILL UNIVERSITY  
MAWKYNROH, SHILLONG-22

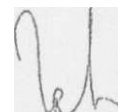
FA/Cash/Open Bank A/c/95-2009 /-7

21.4.2011

CIRCULAR

It is seen from the response received to this office Circular number FA/Cash/Open Bank A/c/95-2009-880 dated 18/02/2011 from various departments that Departments /Centres are operating Bank accounts and dealing with Public money without following any uniform procedure. With a view to streamline the financial functioning of Departments and Centres the following guidelines are issued which may be strictly adhered to:

- All public money relating to the University must be operated by the Finance Officer as Drawing and Disbursing Officer. Hence, prior approval of Finance Department must be obtained for opening separate bank accounts to deal with public money of NEHU.
- « Request for opening Accounts should clearly indicate the purpose, types of receipts and expenditure expected to be handled and should enclose minutes of Departmental Committee for opening of account along with guidelines if any from funding agency.
- » Temporary Accounts for workshops , seminars etc should be opened with prior permission of Finance Department and should be closed immediately after the event is over. For this, details of all receipts and expenditure along with supporting documents should be submitted to Finance Department for internal Audit .In case where Funding agency requires accounts to be audited by Chartered Accountant, the Audited accounts should be submitted to Finance Department. These shall form part of University accounts.
- ® Financial Rules should be strictly followed in operating these accounts.
- © If any Department /Centre has been operating any account without observing the above guidelines the same may be closed and the entire accounts may be submitted to the Finance Department for internal audit.



Finance Officer