

PART II AGENDA PAPERS OF THE SIXTY SIXTH MEETING OF THE ACADEMIC COUNCIL.

C o n t e n t s

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- (ii) Matters relating to the Remuneration payable to the Non-teaching staff for Examination works, in pursuance to 65th Academic Council Resolution No. AC: 65: 2001: 5: 1: (iv) - Regulation on Remuneration payable for Examination works thereof.

In regards to the remuneration payable for examination works, the remuneration for the teaching staff and the regulation has been approved by the 65th Academic Council; but the remuneration payable to the non-teaching staff has been looked into again by the same Committee on Remuneration as per the decision of the 65th Academic Council (Vide No. AC: 65: 2001: 5: 1: (iv)).

The Committee relating to Remuneration matters met on 31-10-2001, in which the recommendations of the Committee may be seen in the MINUTES at Annexure 'O' which is self-explanatory along with the departmental views as expressed by Controller of Examinations at Annexure I.

Hence, the above matter is placed before the Academic Council for favour of information and decision.

NO: DR/Exam/REGLN.REMN/2001



**MINUTES OF THE COMMITTEE RELATING TO THE FRAMING OF THE REGULATION
FOR PAYMENT OF REMUNERATION PAYABLE FOR EXAMINATION WORK, HELD ON
31.10.2001 IN THE EXAMINATION DEPARTMENT, NEHU, SHILLONG**

The Members present were :-

Prof. S.S.Khare, Pro V.C., Tura Campus	-	Chairman
Prof. A.C.Sinha., Head, Dept. of Sociology, NEHU, Shillong.	-	Member
Shri L.M.K.Lyngrah, Dy.Registrar, Examinations, NEHU, Shillong	-	Co-ordinator

The Chairman welcomed the members present and called the meeting into order at 1 p.m. and opened up the discussion on the remuneration payable for examination works, especially for the non-teaching staff of the University which has to be looked into, in view of the 65th Academic Council's decision vide Resolution No. AC:65:2001:5:1(iv).

1. The Committee has also received the proposed rates on remuneration for the non-teaching staff submitted by the Controller of Examinations (Annexure I).

The Committee reviewed the proposed rates for such remuneration as submitted by the Controller and the recommendations of the Committee is given at Annexure II alongwith the justifications.

2. The remunerations for the teaching staff for the examination works has been reviewed on the recent rates given by the Conference Section vide their letter of even No.436, dated 26.9.2001 in which the rates of remuneration for teachers as recommended by the 65th Academic Council did not figure properly. The Committee has made necessary corrections as decided by the Academic Council and the corrected version is given in Annexure III.

Both the above matters relating to the remuneration for the non-teaching staff as well as the corrected rates for the teaching staff shall be sent to the Conference Section for needful action.

The Chairman ended the meeting with a vote of thanks to the members.

Sd/-
(Prof. S.S. Khare)

Chairman,
Committee for framing the Regulation on
Remuneration payable for Examination works.

REMUNERATION FOR THE NON-TEACHING STAFF
FOR EXAMINATION WORKS

To further expedite the publication of various results, it is necessary that the employees, engaged for the purpose are suitably provided with incentives. It has been the practice since the inception of the University. It goes without saying that if the employees of the examination department work only within the working hours, publication of the results would take much longer time than what is now. If the results have been coming in time, it is due to the efforts put in by the staff engaged for such purpose. It also goes without saying that much works, have to be done after the normal duties, which does not form a part of their normal duties and hence it is felt that such staff should be suitably remunerated, by way of incentives.

The following incentive rates are, therefore, proposed keeping in view that every work in the department should not be remuneration oriented. At the same time, the rates are proposed, keeping in view that the staff need to be suitably remunerated, if the results are to be further expedited.

The various rates by way of incentives are, therefore, proposed as in the Annexure - "A".

Sd/-

Contoller of Examinations.

ANNEXURE - "A"REMUNERATION FOR THE NON-TEACHING STAFF
FOR EXAMINATION WORK

<u>Examination/Item</u>	<u>Existing</u>	<u>Proposed</u>	<u>Remarks</u>
1. Tabulation (including Marksheet)	Rs. 5/- per candidate	-	No hike proposed since hike effected recently
2. Faking of Scripts	0.30p per scripts	-	- do -
3. Topsheet of Scripts	0.20p per scripts	-	- do -
4. Allotment of Scripts for Evaluation (for each stream such as BA,B.Sc,B.Com,PG,LLB,B.Ed etc.)	Rs. 3000/-	Rs. 3000/-	For 5000 scripts and above.
		Rs. 2000/-	For Scripts below 5000
5. Allotment of Scripts for Scrutiny (for each stream such as BA,B.Sc,B.Com,PG,LLB,B.Ed etc.)	Rs. 1500/-	Rs. 1500/-	For 5000 scripts and above.
		Rs. 1000/-	For Scripts below 5000
6. Receipt of Scripts (Theory & Practical)			
a. Local Colleges (UG Exams)	Rs. 1500/- (per course)	Rs. 4000/- (Lumpsum)	
b. Outstation College (UG Exams)	Rs. 1500/- (Per course)		
c. Academic Deptts/Centres (PG Exams)	Rs. 1500/-	Rs. 1500/- (Lumpsum)	
d. Professional Courses (LL.B, B.Ed)	Rs.1125/-	Rs.1200/- per course	The proposal has been rationalised keeping in view of the total no./volume of scripts involved.

REMINERATION FOR NON-TEACHING STAFF
FOR EXAMINATION WORK

7.	<u>Examination/Item</u>	<u>Existing</u>	<u>Proposed</u>	<u>Remarks</u>
	Collection of Scripts from Post Office (from outstation Colleges)			
	a. UG Exam (including Professional Courses)	Rs. 800/-	Deleted	
	b. PG Exam (including Professional Courses)	Rs. 600/-	Deleted	
8.	Sending of Scripts by Post	Rs. 800/-	Deleted	
9.	Distribution of Scripts for evaluation to the Examiners			
	a. UG (including Professional Courses)	Rs. 1000/- (per course)	Rs. 6000/- (Lumpsum) annually (for entire UG Examinations)	
	b. PG (including Professional Courses)	Rs. 1000/- (per course)	Rs. 3000/- (Lumpsum) annually (for entire PG Examinations)	
10.	Distribution for Scrutiny (UG)	Rs. 1000/- (per examination)	Rs. 3000/- annually (for entire UG Examinations)	
11.	Packing/Stiching of Scripts for despatch			
	a. UG Examinations	Rs. 800/- (per course)	Rs. 800/- (per course)	
	b. PG Examinations	Rs. 800/- (per course)	Rs. 800/- (per course)	
12.	Supervision UG & PG	Rs. 1500/- (per exam)	Rs. 2000/- (Lumpsum Annually)	
13.	Typing of Instructions (UG)	Rs. 3.50p	Rs. 4/- (per instruction)	
14.	Drivers engaged for UG Exam	Rs. 800/- (annually)	Deleted	
15.	Preparation of Instruction by	Rs. 100/- per paper	Rs. 100/- per	

ANNEXURE - "II"

**REMUNERATION FOR THE NON-TEACHING STAFF
FOR EXAMINATION WORK**

<u>Examination/Item</u>	<u>Existing</u>	<u>Proposed</u>	<u>Remarks</u>
1. Tabulation (including Marksheet)	Rs. 5/- per candidate	-	No hike proposed since hike effected recently
2. Faking of Scripts	0.30p per scripts	-	-
3. Topsheet of Scripts	0.20p per scripts	-	-
4. Allotment of Scripts for Evaluation (for each stream such as BA, B.Sc, B.Com, PG, LLB, B.Ed etc.)	Rs. 3000/- (per course)	Rs. 3000/- Rs. 2000/- Rs. 1000/-	For 5000 scripts and above. For Scripts below 5000 and above 2500 Below 2500 and above 1000scripts
5. Allotment of Scripts for Scrutiny (for each stream such as BA, B.Sc, B.Com, PG, LLB, B.Ed etc.)	Rs. 1500/- (per course)	Rs. 1500/- Rs. 1000/- Rs. 500/-	For 5000 scripts and above. For Scripts below 5000 and above 2500. For Scripts below 2500 and above 1000
6. Receipt of Scripts (Theory & Practical)			
a. Local Colleges (UG Exams)	Rs. 1500/- (per course)	Rs. 4000/- (Lumpsum)	
b. Outstation College (UG Exams)	Rs. 1500/- (Per course)		
c. Academic Deptts/Centres (PG Exams)	Rs. 1500/-	Rs. 1500/- (Lumpsum)	
d. Professiona Courses (L.L.B., B.Ed.)	Rs. 1125/- (per course)	Rs. 1200/- per course	The proposal has been rationalised keeping in view of the total number/volume of scripts involved.

Examination/Item	Existing	Proposed	Remarks
7. Collection of Scripts from Post Office (from outstation Colleges)			
a. UG Exam (including Professional Courses)	Rs. 800/-	Deleted	
b. PG Exam (including Professional Courses)	Rs. 600/-	Deleted	
8. Sending of Scripts by Post	Rs. 800/-	Deleted	
9. Distribution of Scripts for evaluation to the Examiners			
a. UG (including Professional Courses)	Rs. 1000/- (per course)	Rs. 5000/- (Lumpsum) annually (for entire UG Examinations)	
b. PG (including Professional Courses)	Rs. 1000/- (per course)	Rs. 2000/- (Lumpsum) annually (for entire PG Examinations)	
10. Distribution for Scrutiny (UG)	Rs. 1000/- (per examination)	Rs. 3000/- annually (for entire UG Examinations)	
11. Packing/Stiching of Scripts for despatch			
a. UG Examinations	Rs. 800/- (per course)	Rs. 800/- (per course)	
b. PG Examinations	Rs. 800/- (per course)	Rs. 800/- (per course)	
12. Supervision UG & PG	Rs. 1500/- (per exam)	Rs. 2000/- (Lumpsum Annually)	
13. Typing of Instructions (UG)	Rs. 3.50p	Rs. 4/- (per instruction)	
14. Drivers engaged for UG Exam	Rs. 800/- (annually)	Deleted	
15. Preparation of Instruction by the Chief Examiners for the purpose of evaluation to UG	Rs. 100/- per paper	Rs. 200/- per paper	

ANNEXURE - IIIREMUNERATION FOR EXAMINATION WORKS FOR THE TEACHING STAFF

Examination/Item	<u>PAPER SETTER</u>		<u>EVALUATION</u>	
	<u>Existing</u>	<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>
1. Degree(Hons)	Rs.200/-	Rs.300/-	Rs.5/- per script	Rs.6/- per script Subject to minimum of Rs.150/-
2. Degree (Gen)	Rs.200/-	Rs.300/-	Rs.5/- per script	Rs.6/- per script
3. For preparation of key to objective Questions	Rs.100/-	Rs.100/-	--	--
4. LL.B (Half Paper)	Rs.150/-	Rs.150/-	Rs.2.50 per script	Rs.3/- per script
5. LL.B (Full Paper)	Rs.220/-	Rs.300/-	Rs.5/- per script	Rs.6/- per script
6. B.Ed	Rs.220/-	Rs.300/-	Rs.5/- per script	Rs.6/- per script
7. M.A/M.Sc/M.Com/ M.Ed including M.Phil	Rs.250/-	Rs.400/-	Rs.6/-	Rs.6/-
8. M.A/M.Sc/M.Ed (Dissertation)	--	--	Rs.200/-	In proportion to the weightage of marks for the dissertation
9. M.A/M.Sc/M.Ed (Viva Voce)	--	--	Rs.20/- per candidate subject to minimum of Rs.100/-	Rs.25/- per candidate subject to a minimum of Rs.200/-
10. M.Phil Dissertation	--	--	Rs.250/-	Rs.400/-
11. M.Phil	--	--	Rs.25/- per candidate subject to a minimum of Rs.150/-	Rs.250/- (Lumpsum)
12. Ph.D. Thesis (Indian Examiners)	--	--	Rs.400/-	Rs.500/-
13. Ph.D. Thesis (Foreign Examiners)	--	--	\$.125/-	\$.125/-
14. Ph.D.(Viva Voce)	--	--	Rs.200/- (per candidate)	Rs.400/- (per candidate)

JUSTIFICATION FOR REMUNERATION TO THE NON-TEACHING STAFF FOR EXAMINATION WORK

" III "

Supporting staff for U.G. & P.G. Staff

	<u>Existing</u>	<u>Proposed</u>	<u>Remarks</u>
1. Class IV Poon	Rs.10/- per shift	Rs.20/- per shift	
2. Class III LDC/Lab.Asstt/GO etc	Rs.15/- per shift	Rs.25/- per shift	
3. STA/SO/P/A/Stenographer	Rs.25/- per shift	Rs.50/- per shift	
4. Invigilator for the University Deptt./Centre	Rs.50/- per shift	Rs.75/- per shift	
5. HOD In-charge of Deptt./Centre Examinations	Rs.300/- per shift	Rs.1000/- (Lumpsum) for the entire Exam of the Deptt.	The nomenclature may be substituted by "Assistant Officer In-charge"
6. Officer In-charge (Dean of School)	Rs.500/- (Lumpsum)	Rs.1500/- (Lumpsum) for the entire Examination of the School	No hike proposed

Remuneration paid to Treasury Officer/Bank/Police Station etc. for safe custody of

Confidential papers of University Examination

	<u>Existing</u>	<u>Proposed</u>
Treasury Officer/Branch Manager/ Officer In-Charge (Police Station) etc.	Rs.100/- per day	As revised recently
Treasurer	Rs.60/- per day	-do-
Driver	Rs.40/- per day	-do-
Chowkidar	Rs.40/- per day	-do-
Godown Charge	Rs.10/- per day	-do-

JUSTIFICATION FOR REMUNERATION TO THE NON-TEACHING STAFF FOR EXAMINATION WORK.

The Committee felt that in order to expedite the publication of various Under-Graduate and Post-Graduate results within the stipulated time frame it is necessary that employees engaged for these works are provided suitable incentives, as it is not possible to do these works along with other normal duties as in the Annexure X and Y of the Examination Department, NEHU. As far as drivers are concerned they would be given only Over Time allowance and no extra remuneration as incentives. However, other staff will be expected to do certain minimum part of examination works like allotment of scripts for evaluation, scrutiny, receipts of scripts etc. as part of their normal duty during office hours. Keeping in view, the heavy work load and pressure of declaring results within stipulated period, the Committee has proposed suitable remuneration (slab-wise) for these examination works beyond minimum limits.

Sd/-
(Prof. S.S. Khare)
Chairman,

Committee for framing the Regulation on
Remuneration payable for Examination works.

Confidential papers of University Examination

Proposed	Existing	
Rs 1000/- per shift	Rs 300/- per shift	HOD in-charge of Deptt. Centre Examinations
Rs 750/- per shift	Rs 500/- per shift	Investigator for the University Deptt. Centre
Rs 1500/-	Rs 1000/-	Officer in-charge of School
Rs 100/- per day	Rs 50/- per day	Treasurer
Rs 40/- per day	Rs 20/- per day	Driver
Rs 40/- per day	Rs 20/- per day	Chowkidar
Rs 10/- per day	Rs 5/- per day	Godawn Charge

Distribution of works to the Post-Graduate staff
of Examination Department

<u>Sl.No</u>	<u>Name of the staff</u>	<u>Assignment</u>
1.	Smti. T. Sun, S.A.	Verification of certificates and issue of verification report, Final checking of written certificates and Annual Reports of Examination Department.
2.	Smti. W. Kharkrang	B.Ed, LL.B, Imprest Account Advance, etc. and other subjects allotted which have not been reflected here.
3.	Smti. M. Langstang S.A.	All matters relating to M.Phil.
4.	Shri J. N. Areng	Preparation of Remuneration Bills to College Teachers of Meghalaya & Mizoram including Writing & Despatching of Cheques.
5.	Smti. E.B. Kharkongor U.D.C.	All matters relating to P.G. including preparation of Tabulation Sheets for result and miscellaneous P.G. works.
6.	Shri C.L. Das, U.D.C.	Preparation of Roll Sheets for P.G. Examination, Receipt/Despatch of answer scripts and Re-ven of 1st and 3rd Semester and permission to repeat TA/DA.
7.	Shri B.R. Sangma, U.D.C.	Preparation of Roll Sheets for P.G. Examination receipt/despatch of answer scripts and also prepare the programme of P.G. Examinations.
8.	Smti. N. Sailo, S.A.	All matters related to PH.D.
9.	Shri W. K. Kharbudon, U.D.C.	Preparation of Remuneration bill for External Examiners including writing and Despatching of Cheques.
10.	Smti. B. Wankhar, U.D.C.	Preparation of remuneration bills of NEHU Teachers (Shillong, Tura, Mizoram Campuses) including writing & despatching of Cheques.
11.	Shri J.D. Sangma, U.D.C.	Matters relating to Registrations etc.
12.	Shri L. Pachuau, L.D.C.	Diarising, distribution to concerned dealing Assistants. and typing of various results of P.G.

13. Shri B. Mukhim, L.D.C. Despatch works/Maintenance of contingency fund Account.
14. Smti. M. Warjri, U.D.C. Despatch works and Establishment matters.
15. Smti. V. Nongkynrih, LDC Receipt and despatch of Bank and maintenance of Account for challans.
16. Shri Gurung Issue of Provisional and Migration Certificates.
17. Shri D. Wanshong, LDC Issue of Duplicate Mark Sheets, Admit Cards, correction, and verification of marksheet.
18. Smti. R.M. Nongsiej, LDC Matters relating to Registration.
19. Shri B. Hynniewta, Store Keeper Matters relating to Store Section of the Department.
20. Shri H. Wahlang, U.D.C. Matters relating to issue/despatch of P.U. Certificates.
21. Shri O. Marbaniang G.O./Collection/Distribution of answer scripts & xeroxing

N.B.

1. All the staff should maintain proper log books showing the number of daks received and disposed of.
2. The staff dealing with migration certificates/provisional certificates/individual application for issue of certificates should maintain proper records in the Register showing among others the date of receipt of Bank Drafts, challans, and their validity. This will also apply to the case of applications for duplicate mark sheets, admit cards, etc.
3. All the Bank Drafts, challans received should be sent to the Assistant responsible for despatch of the same to Finance Department immediately. In valid or nearing expiry Bank Drafts should not be
4. The order will come into force with immediate effect.

(Sd/- Dr. A. Patton)
Controller of Examinations.

ANNEXURE - 'Y'

ALLOTMENT OF WORKS (UNDER GRADUATE) SECTION (EXAM)w.e.f. 9th October, 2001 until further order

Sl. No.	Dealing Assistant		Subject
1.	Shri S.K. Rai Assistant Assisted by Smti T. Nongrum Technical assistance by Shri Subir Dey	a)	General correspondence with all the affiliated colleges under NEHU
		b)	Matters relating to the admissions, eligibilities criteria etc. for BA/B.Sc., B.Com, BCA/Engineering, Honours & General course etc.
		c)	Issue of General circulars, like clarification of Rules, Regulation, Provision governing the Degree Examinations.
2.	Smti. T. Nongrum U.D.C. Assisted by Shri S.K. Rai Technical assistance by Shri A. Dkhar	a)	Preparation of Examination schedules Theory and Practicals for Degree Examinations
		b)	Preparation of Notifications for tentative dates of commencement of Examination, submission of Examination forms etc.
		c)	Issue of Appointment letters to the examiners for evaluation
3.	Smti B. Rapsang U.D.C. Assisted by Smti V. Renthlei	a)	Settlement of withheld results
		b)	Discipline Committee
		c)	Matters relating the examination fees
		d)	Preparation & appointment of practical examiners, External Invigilators
4.	Smti V. Renthlei LDC Assisted by Smti B. Rapsang	a)	Matter relating to transfer of students from one college to another
		b)	Correction of marksheet B.Sc., B.Com, Nursing etc.
5.	Shri S. Thapa LDC Assisted by Shri Subir Dey	a)	Dropping of Honours and correspondence thereof.
		b)	Matter relating to transfer of students from one college to another
		c)	Correction of marksheet of BA
6.	Shri B. Thangkhiew LDC Assisted by Subir Dey	a)	Re-evaluation cases of B.Com/B.Sc/BCA etc.
		b)	Carry over of Examination fees
		c)	Withheld cases of results

ALLOTMENT OF WORKS (JULY-GRADUATE) POSITION (READ)

W.S. 1: 2(15) dated 2001 with further order

"Y"

-2-

7.	Subir Subir Dey LDC Assisted by Shri B. Thangkhiew	a) b) c) d)	Re-evaluation cases of BA/Engineering etc. Refund of examination fees Panel of examiners Personal files of the staffs
8.	Shri A. Dkhar LDC Assisted by Bana	a) b)	Receipt, Dairising and despatch Contingency/Stationary/Documentation
9.	Section Officer	a) b)	Student support, Public relation Asstt. Shri S.K. Rai & both UDC's
10.	Asstt. Registrar	a) b) c) d)	Advisory Committee AC/EC General Correspondence with organisation etc General supervisions

*Sending of original marksheets to the Colleges after the publication of results and other time bound examination related matters shall be the responsibility of all the staff members.

Copy to:

1. Controller of Examinations
2. Dy. Registrar, Examinations.

a)	Shri V. Renucci LDC	Matter relating to transfer of students from one college to another
b)	Assisted by Shri B. Rangang	Correction of marksheet B.Sc.
a)	Shri S. Thapa	Dropping of Handouts and correspondence thereof
b)	LDC	Matter relating to transfer of students from one college to another
c)	Shri Subir Dey	Correction of marksheet of BA
a)	Shri B. Thangkhiew	Re-evaluation cases of B.Com B.Sc B.A etc.
b)	LDC	Carry over of Examination fees
c)	Assisted by Subir Dey	Withheld cases of results

5:1:3(1)

- iii) Framing of Regulation to lay down the effective date registration for M Phil.

The Committee constituted in the 64th meeting of the Academic Council to frame a Regulation to lay down the effective date of registration for M Phil had submitted its report and the same was placed in the 65th meeting of the Academic Council wherein, the Council vide its Resolution No: AC:65:2001:5:1(iii) considered the draft Regulation and Resolved to refer the matter back to the Committee which should also co-opt Prof A C Sinha as a member.

Accordingly, the said Committee had its meeting on 15.11.01^{cond} submitted the report which is placed as Annexure-'A'.

The matter is placed before the Council for consideration.

5:1:3(2)

**MINUTES OF THE COMMITTEE APPOINTED BY THE
ACADEMIC COUNCIL VIDE RESOLUTION No.5:1:(i)&
(v) TO LAY DOWN THE EFFECTIVE DATE OF
REGISTRATION FOR M.PHIL WHICH MET ON
15.11.2001.**

The following were present.

Prof. TB. Subba	Chairman
Prof. YST. Rao	Member
Prof. AC. Sinha	Member
Prof. AC. Mohapatra	Invitee
John MS. Khongwir	Convener

At the outset the Chairman welcomed all the members and gave a brief background about the matter to be discussed. Letters from Prof. MB. Rege and Prof. AC. Mohapatra were read out.

After a thorough deliberation the Committee RESOLVED to recommend a Regulation as per Annexure -A to the Academic Council.

Sd/
Prof. TB. Subba
Chairman

Sd/
John MS. Khongwir
Convener

ANNEXURE -A**REGULATION ON OC-5****Admission :**

1. The date of admission shall be the date from which the duration of M.Phil course work shall be counted. The second half of the programme, i.e., dissertation, shall begin from the day after the course work examination ends.
2. The candidates belonging to related disciplines shall be eligible to apply for admission to the M.Phil programme.

Registration :

3. The date on which the School Board approves a synopsis shall be the date of registration of the same, subject to Clause 8 below.
4. The M.Phil students shall be allotted supervisors soon after admission and they shall start the second part of the programme from the day after the course work examination is over. Even if a candidate does not clear the course work examination, she/he may be allowed to continue the dissertation work and be registered as well but she/he will have to clear the course work within the stipulated time. The repetition of the course work may be allowed only once, failing which his/her registration shall stand cancelled.
5. The power to extend the period of M.Phil programme from the normal three semesters shall lie with the School Board.
6. The break of two semesters may be given only after the 'unforeseen reason' mentioned in OC-5, 6(2) is specified to the satisfaction of the department.
7. Such break may be applied for at any point of time but shall be counted from the beginning of the semester during which she/he applies for the same.

Submission of Dissertation :

8. The last date for submission of the dissertation shall normally be within 18 months from the date of admission. However, under exceptional circumstances provided for in the Ordinance, the extension of time for submission shall be granted as per Clause 6.

5:1:3(4)

Evaluation :

9. Evaluation of dissertation shall also be according to OC-5, 8(2) which reads as follows :

(2) The performance of the scholar shall be evaluated in the following grades :

'O' (Outstanding), 'A' and 'B' with grade point valuation in the 10 point scale, i.e., 7.00-10.00 corresponding to 'O' grade, 6.00-6.99 corresponding to 'A' grade, 5.00 to 5.99 corresponding to 'B' grade. Those securing less than 5 points shall be graded as 'C'. To clear a course, a candidate should secure at lease grade 'B'.

Award of the Degree :

10. Both external and internal examiners shall award grade as well as grade point for dissertation. In the event of unanimous recommendation by both the examiners, the final grade point may be computed keeping in mind the average of both course work and dissertation grade points. In the event of one of the examiners for dissertation not recommending, the final grade point may be computed keeping in mind the average of the course work and the grade point awarded to the candidate by the third examiner.

5:5:3(1)

iii) Advisory Committee recommendation on M Phil/
Pre-Ph D Course work Examinations.

The Board of the School of Human & Environmental Sciences, in its meeting held on 2.11.01, unanimously felt that the notification issued by the Controller of Examinations (No.Ex/SANC/M Phil/07/2000/2618 dated September 26, 2001-Annexure-'A'). although based on the recommendation of the Advisory Committee on Examination and has the approval of the Vice-Chancellor requires deliberation by the Academic Council in view of the following:

1. The Advisory Committee on Examination has treated the M Phil internal examination as equivalent to the PG sessional tests, which is not correct because :
 - a) the internal examiners for M Phil are to be appointed by the Controller of Examinations whereas no appointment by any authority takes place for sessional examiners;
 - b) fees are paid by students for M Phil internal examination whereas no fees are paid for sessional tests;
 - c) The coursework examination is equivalent to the M Phil dissertation as per OC 5(2). Hence both the parts of the M Phil programme are University examinations and are to be treated as such. Any change in this system of evaluation is a policy matter, which undoubtedly requires consideration of the Academic Council and possibly even amendments to the relevant ordinance.
2. Hence, should the Advisory Committee on Examination like that the internal examiners are henceforth not to be remunerated or appointed by the Controller of Examinations the matter deserves approval of the Academic Council.
3. It is also in the fitness of things that the Advisory Committee on Examination takes the views of the departments offering M Phil courses and restricts itself to its role, which is advisory and not decision making.

The matter is placed before the Academic Council for consideration.

No:F.11/AC/SHES/2001/100, dated 19.11.01

NORTH-EASTERN HILL UNIVERSITY
BIJNI COMPLEX, SHILLONG:-793003(MEGHALAYA)

No:Ex/SANC/M Phil/01/2000/2618

September 22, 2001

NOTIFICATION

As per the recommendation of the Advisory Committee on Examination matter which met on 29.9.2000, the Vice-Chancellor is pleased to approve the same, in regard to the conduct of the M Phil/Pre-Ph D Course work Examinations with the following stipulation:

a) Payment of remuneration is to be stopped, as no such payment arose for Post-Graduate Internal Examiners.

b) Invigilation in each paper be done by the concerned internal teacher(s) and no other examiner in-charge be appointed. where payment for examination works will not be applicable, as in Post-Graduate internal assessment/Examinations.

c) Paper setting and evaluation be done by a teacher teaching that Course and the Head of the Department may do the needful, as done in Post-Graduate internal assessment/examinations of the Department. After the process of M Phil/Pre-Ph D Course work examination is over, the Head of the Department may send only the marks to the Examination Department as in the case of Post-Graduate internal assessment/examinations.

This shall be made effective from the date of issue of this Notification.

Sd/-

(Dr A Patton)
Controller of Examinations.

Copy to :-

1. The S P A to V.C, NEHU, Shillong for favour of Vice-Chancellor's kind information.
2. The Pro Vice Chancellor, NEHU, Shillong/Tura Campus, NEHU for kind information.
3. The Finance Officer, NEHU, Shillong for kind information.
4. All the Deans of Schools, NEHU, Shillong for kind information and necessary action.
5. All the Heads of the Departments/Centres, NEHU, Shillong/ Tura Campus for kind information and necessary action.
6. All the Officers in Examination Department, NEHU, Shillong.
7. Guard File.

Sd/-

Controller of Examinations.

5:6:4(1)

- iv) Starting of M.Sc Course in "Environmental Science and Management" in the Centre for Environmental Science.

The School Board of Human & Environmental Sciences in its 12th Meeting held on 02-11-01 discussed at length the recommendation of the Steering Committee of the Centre for Environmental Science to start an M.Sc. Course in "Environmental Science and Management" and has decided to recommend to the Council that the Centre for Environmental Science may be permitted to start an M.Sc. Course in " Environmental Science" and not in "Environmental Science and Management" as recommended by its Steering Committee.

The matter is placed before the Council for consideration.

5:7-AFFILIATION MATTERS

i) Affiliation cases of various colleges.

The Inspection Reports forwarded by the Director, CDC are placed before the Academic Council for granting affiliation for the purpose as mentioned against each college are placed as Annexure-'A' and the recommendation of the Affiliation Committee in its meeting held on 15.10.01 is placed as Annexure-'B'

The matter is placed before the Council for consideration.

AFFILIATION MATTERS.

<u>Sl No.</u>	<u>Name of the College.</u>	<u>Subject - applied for.</u>
1.	2.	3.
1.	Tikrikilla College West Garo Hills, Meghalaya.	Permanent Affiliation.
2.	Khat-ar-Doloi Law College Jowai- Jaintia Hills, Meghalaya.	Renewal of Provisional Affiliation in Degree Course (Law).
3.	North-East Adventist College Thadlaskein, Jowai, Jaintia Hills, Meghalay.	Renewal of Provisional affiliation in English, History, Political Sc, Economics, Education, Alternative English, Elective English, Elective Mizo, MIL (MIZO & KHASI).
4.	Morning star College, Nongthymmai, Shillong.	Renewal of Provisional Affiliation for English, Economics, Political Sc, History, Education & Khasi(Mil & SL) Pass Course, & Anthropology, Philoso- phy, Sociology and Mizo(MIL & SL) Pass Course.
5.	Greater Mawlai College, Mawlai, Shillong.	Renewal of Provisional Affiliation for B.A. (Pass) Course in English, Khasi(MIL), Philosophy, Political Sc, Education, History & Economics.
6.	North-East Adventist College Jowai, Thadlaskein, Jaintia Hills, Meghalaya.	Opening of New subjects/Honours in Sociology, History & Political Sc.
7.(A)	GoodWill College, Nongthymmai, Shillong.	Opening of New Stream I.E. Commerce. B. Commerce (Pass) Course.
7(B)	Goodwill College, Nongthymmai, Shillong.	Opening of Honours in Political Sc, Economics, History & Education.

5:7:1(3)

- 8. Captain Williamson C - Opening of New subjects/Honours in Memorial College, Political Science, Economics & Garo Hills, Meghalaya.
- 9. Umshyrpi College, - Renewal of Provisional affiliation Shillong. for Honours in Political Science History & Khasi.
- 10. Nongtalang College, - Renewal of Provisional Affiliation Nongtalang, Jaintia Hill- for Honours subjects: in Khasi, Meghalaya. Economics, Political Science, History, Sociology, Education.
- 11. Mawsynram Border Area - Renewal of Provisional Affiliation College, Mawsynram for B.A.(Pass)Course in Political East Khasi Hills, Science, Economics, History, Khasi, Meghalaya. Education, English. (General)
- 12. Nongstoin College - Renewal of Provisional Affiliation Nongstoin C for Honours subjects in Khasi, West Khasi Hills, Political Science, Education & Meghalaya. History.

Item No. 5:7:

MISCELLANEOUS: Items:

ITEM NC. 5:7:(A)

INSPECTION REPORTS OF VARIOUS COLLEGE WITH THE RECOMMENDATIONS OF THE 28th AFFILIATION COMMITTEE MEETING HELD ON 15.10.2001 - FOR GRANTING AFFILIATION:

Sl No	Name of the College.	Subject.	Recommendation of the Inspection team.	Recommendation of the Affiliation Committee
1.	Tikrikilla College, West Garo Hills, Meghalaya.	Permanent Affiliation:	<p>The recommendation of the Inspection team which visited the College on May, 1999 made the following observations:-</p> <ol style="list-style-type: none">1. The College now has adequate number of teachers as per norms of the University.2. The College now has acquired sufficient number of books in each subject to cater to the needs of students. <p>In view of the above facts the present review Inspection team recommend that the College may be granted permanent affiliation.</p>	<p>The Committee recommend to place the above case at the Academic Council meeting as per recommendation made by the Inspection team.</p>

5:7:1(4)

Sd/- Prof. H.K. Mukherjee. Sd/- Dr. Jagat Pal.

1. ----- 2. ----- 3. ----- 4. ----- 5. -----

2. Khat-ar-Doloi Law College.

Renewal of Provisional affiliation in Degree Course (Law)

As the College has fulfilled all the conditions laid down by the Bar Council of India and NEHU, "We recommend that provisional affiliation be extended for the further period of 3(three) years in continuation of the present affiliation.

The Committee recommended to place the above cases at the Academic Council Meeting as per recommendation made by the respective Inspection teams.

Sd/- K.Rahman, Advocate Sd/- S.P.Sharma, Advocate Sd/- R.P. Sharma

5:7:1(5)

3. North East Adventist College,

Renewal of Provisional affiliation in English, History, Political Sc., Economics, Education, Alternative English, Elective Eng., Mizo, MIL(Mizo & Khasi)

We recommend provisional affiliation(Renewal of Affiliation) for 3(three) years(2001,2004). During this period the college should appoint a qualified Librarian.

- do -

Sd/- Prof.C.Nunthara. Sd/- Dr.F.A.Quadri
Sd/- Shri E.P. Kharbhih, Director Higher & Technical Education, Govt. of Meghalaya.

4. Morning star College, Nongthymmai, Shillong. Renewal of Provisional for English, Economics Political Science, History, Education & Khasi (Mil & Sl) Pass Course & Anthropology, Philosophy, Sociology and Mizc (MIL & SL) Pass Course.

The Inspection team visited the College on 27.8.01 at 11 am, and decided to recommend to the Affiliation Committee as under:

1. The Team resolved to recommend three years Provisional affiliation for B.A. Pass Course to the following subjects: English, Economics, Political Sc, History, Education & Khasi (MIL & SL)
2. The team resolved to recommend only one year's Provisional affiliation for B.A. Pass Course to the following subjects: Anthropology, Philosophy, Sociology and Mizc (MIL & SL).

The above recommendation is made in view of the fact that the College does not have the stipulated number of three teachers for these subjects. The College needs to recruit one more fulltime teacher for each of the above subjects except Mizc and two full time teachers for Mizc.

3. The team also noted that the Collection of Books in the Library needs to be improved and special effort should be made by the college to procure books for Mizc.

4. The College has just got a full time Principal who is a retired person from Govt Service. The College should appoint some one who fulfills the eligibility Criteria for a Principal as the Principal of the College at the earliest.

The Committee recommended to place the above case at the Academic Council meeting as per recommendations made by the respective Inspection teams.

Sd/-

M.S. Padma.
18.8.2000.

Sd/-

Dr.B.War.
18.8.2000.

Sd/-

F.A. Quadri.
18.8.2000.

Sd/-

E.N. Lall.
18.8.2000.

5:7:1(6)

5. Greater Mawlat College,
Mawlat.

Renewal of provisional
affiliation for BA Pass
course in English, Khasi,
(MIL), Philosophy, Political
Sc., Education, History &
Economics.

The Inspection team recommends

renewal of provisional
affiliation for 1(one) years
provided the college fulfils
the requirements state below:-

The committee recom-
menddd to place the
above cases at the
Academic Council

Meeting as per
recommendation
made by the
respective Inspec-
tion teams.

1. The college should take immediate
steps to acquire land and construct
a permanent building for its use.

2. The Library should acquire
adequate number of books in all the
subjects taught in the college.

3. The college should appoint the
requisite number of qualified teachers i
in all the subjects keeping in
view the University stipulators.

4. Should appoint a regular Principal.

Sd/-
M.S. Padma
dt. 18.8.2000

Sd/-
Dr. B. War.
dt. 18.8.2000

Sd/-
F.A. Quadri.
dt. 18.8.2000

Sd/-
E.N. Lall
dt. 18.8.2000.

5:7:1(7)

1. ----- 2. ----- 3. ----- 4. ----- 5. -----

8. Captain Williamson
Memorial College,
Garo Hills, Meghalaya.

Opening of New subjects
Honours in Political
Science, Economics &
Garo.

" Recommendation"

The College may be permitted to
begin teaching Honours in the
Economics, Political Science
and Garo and may be granted
permission Provisionally for
3 years w.e.f. the Academic
session - 2001 - 2002.

The Committee recommend
to place the above case
at the Academic Council
meeting as per recommen-
dation made by the
Inspection team.

Signature of the Members of the Inspection team:

Sd/-
Dr. S. Ganguly.

Sd/-
Dr. B. Mishra.

Sd/-
Dr. B. Mohapatra.

5:7:1(9)

College: _____
Address: _____
Recommendation of the Inspection team: _____
Inspection Committee: _____
Recommendation of the _____

7A. Goodwill College,
Nongthymmat,
Shillong

Opening of new
Stream i.e.
Commerce.
B.Commerce (Pass)
Course.

Recommended provisional affiliation
for B-Com Pass Course only.

Affiliation for B-Com Honours may
be considered next year.

Sd/- Sd/- Sd/-
N.M. Panda. E.D. Thomas. R.P. Sharma.
dt.23.8.01. dt.23.8.01. dt.23.8.01.

The Committee recommended
to place the above cases
at the Academic Council
Meeting as per recommenda-
tions made by the Inspec-
tion team.

7B. Goodwill College,
Nongthymmat,
Shillong.

Opening of Honours
subjects in Political
Sc., Economics, History,
Education.

The Inspection Team went to inspect
the Goodwill College, Nongthymmat for
introducing Major Courses in Political Sc.,
Economics, History & Education. The College
has attached a list of teachers in each subjects
(4 in each subjects) which fulfills the require-
ments. The Library holdings have been inspected
and the college has a number of books in each discipline.
However, the inspection team feels that more books
should be procured. Journals should also be subscribed
by the college to improve the library. The college has
a trained Librarian.

The Inspection Team recommends granting of
permission to start Major courses in the subjects
disciplines applied for initially for 2(two) years
w.e.f. the year 2001.

Sd/- Sd/- Sd/-
L.S. Gassah. P.K. Ganguly. M. Momin.
dt.1.9.2001. dt.1.9.2001. dt.1.9.2001.

Sd/- Sd/-
E.P. Kharbhih. E.D. Thomas.
Director Higher & Technical Education, Govt. of Meghalaya. dt.1.9.2001.
dt.1.9.2001.

Umslyrpi College,
Shillong

Renewal of provisional
affiliation for Honours
in Political Science,
History & Khasi.

"Recommendations"
A NEHU Inspection team visited
Umslyrpi College Shillong on the 3rd
December, for the purpose of renewal of
provisional affiliation for Honours in
political sc., History & Khasi. According
to its findings the college has come a
long way in improving itself in the said
subjects as compared to the last Inspection
report. As per UGC norms the college has
a requisite number of qualified teachers in the
subject concerned. Moreover, the Library to
great extend has procured sufficient number
of books in its stock and in particular in
the above subjects.

The Inspection
report received on
29.10.01 after the
affiliation Committee
meeting held on
15.10.01.

The team recommends that renewal of Provisional
affiliation for Honours in the above three
subjects be accorded by the University.

The Vice-
Chancellor has
approved to place
the matter to the
Academic Council
Meeting, vide
his approval
dated. 3.11.2001.

However, the Library has to further improve
itself by procuring more reference books,
journals, periodicals etc relevant to the
above subjects.

Sd/- Prof. B.L. Swer. Sd/- Dr. (Mrs) M. Monin. Sd/- Dr. P. Malniang.

5:7:1 (11)

10. Nongtalang College,
Nongtalang, Jaintia
Hills.

Renewal of provisional
affiliation for Honours
subjects in Khasi, Economics,
Political Sc., History,
Sociology, Education.

"Recommendations"

The college was inspected last
on 14.3.2000 and was recomm-
ended for one year affiliation.
Since then, another inspection
team visited the college on
November 3, 2000 for opening major in
Khasi, Economics, Political Sc.,
History, Sociology and Education.
The Inspection Team imposed four
conditions, which have been honoured.
For example, library has added more
books since then, a Librarian has
appointed and 3 class rooms have been
constructed. The college has its own
building on the land donated by the
village dorbar. The Durbar has further
donated a hector of land and promised
to provide more land in case the college
requires in future on another site,
two teachers who did not have required
percentage of marks have been asked to
improve their academic qualifications as
per UGC approve requirements. Thus, we
recommend renewal of affiliation for Pass
and honours for another three years as
per provisions of OB 6 clause 4(1).

The Inspection
report received on
1.11.01 after the
affiliation commit-
tee meeting held
on 15.10.01.
The V.C. has
approved to place
the matter to the
Academic Council
Meeting vide his
approval dt. 3.11.01.

Sd/- Sd/-
Prof. D.R. Syiemlieh, Dr.B.K. Mohapatra

Sd/-
Prof. A.C. Sinha.
Chairman.

1. ----- 2. ----- 3. ----- 4. ----- 5. -----

11. Mawsynram Border Area College. Renewal of Provisional
Mawsynram: East Khasi Hills affiliation for B.A.
Meghalaya. Pass course in Political
Sc, Economics, History,
Khasi, Education,
English (General)

We recommend extension of
Provisional affiliation
for 3(three) years W.E.f
the current year. However,
we want to make it clear
that the College must
shift to its own site
within this period.

The Inspection report
received on 12.11.01,
after the affiliation
Committee meeting held
on 15.10.2001.

The Vice-Chancellor
has approved to place
the matter to the
Academic Council
Meeting, Vide his
approval dated

15th November 2001.

Sd/- (R.P. Sharma) Sd/- (D.R. Syiemlieh)
1.11.01. 1.11.01.

Sd/-
N. Srivastava
1.11.01.

5:7:1(13)

ITEM NO. 2:1:1
7

Nongstoin College,
Nongstoin.

Renewal of provisional
affiliation for Honours
subjects in Khasi, History,
Political Science, &
Education.

The NEHU Inspection Team
Inspected the college on
20th October, 2001. The team
inspected the infrastructure
facilities of rooms, library
and other requirements indicated
in this forms, and made enquiries
about the admission, teachings
staff of the 4 subjects for
which Nongstoin College has
asked for renewal :- Khasi,
Political Science, History
and Education. The team
observes the following :-

The Inspection
report received on
13.11.01 after the
affiliation committee
tee meeting held
on 15.10.2001.

The matter is placed
to V.C. for his
approval dated 15.11.2001

1. The College has the necessary infrastructure.
2. The college has the required number of teachers for Honours course teaching and has a trained Librarian.
3. The college serves a need to provide college Education to students in the West Khasi Hills. This is the only college in the District Head Quarters and need to be encouraged in its growth.

In view of the above, the Inspection Team recommends renewal and permission of Honours subjects applied for and indicated above.

Sd/- D.R. Syiemlieh. dt. 20.10.2000
 Sd/- Dr. K.M. Warjri. dt. 20.10.01
 Sd/- Prof. B. War. dt. 20.10.01.

The Special Recommendation made by the Affiliation documents required by the University. send instructions to the Colleges regarding the Committee also resolved that the C.D.C. should etc. on a 10.10.01. (one) copy of information regarding affiliation was also decided that the Colleges should send he placed to Academic Council for decision. It in time, fine may be imposed. The matter should It affiliation of any College is not applied for 10.10.2001. Whether made the following resolution. The Special Affiliation Committee meeting held on Nongstoin Items.

5:7:1(14)

ANNEXURE - B.

ITEM NO. 5:7:

Miscellaneous Items.

The 28th Affiliation Committee meeting Held on 15.10.2001, further made the following resolution.

If affiliation of any College is not applied for in time, fine may be imposed. The matter should be placed to Academic Council for decision. It was also decided that the Colleges should send 1(one) copy of information regarding affiliation etc. on a floppy.

The Committee also resolved that the C.D.C. should send instructions to the Colleges regarding the documents required by the University.

The above recommendation made by the Affiliation Committee meeting is placed before the Council for approval.

Non-graduate colleges
Political Science
Subjects in Khast
Affiliation for Honours
Renewal of Provisional

operates the following
and affiliation. The term
political science, History,
asked for renewal in Khast,
which Non-graduate colleges has
state of the 4 subjects for
about the admission, teaching
in this form, and wide endowments
and other recommendations indicated
facilities of Honours. I pray
inspected the structure
Sd/- October, 2001. The term
inspected the college on
The Affiliation Inspection Team

1. The college has the necessary infrastructure.
2. The college has the required number of teachers for Honours course teaching and has a trained number of teachers for Honours.
3. The college has the required infrastructure.
4. The college has the necessary infrastructure.

In view of the above, the Inspection Team recommends renewal and permission to be encouraged in its growth. District Head Quarters and need students in the West Khast Hillside. Provisional colleges Education to

Dr. K.M. Warrier
29/10/01

Dr. K.M. Warrier
29/10/01

Dr. K.M. Warrier
29/10/01

dated 15.10.2001
for A.C. for his
The matter is placed
on 15.10.2001
affiliation committee
12.11.01 after the
report received on
The Inspection

5:7:2(1)

ii) Affiliation of Thomas Jones College, Jowai.

The Inspection Report in respect of Thomas Jones College, Jowai has been received from the Director, CDC and the same is placed as Annexure-'A'

The matter is placed before the Council for consideration.

SL.NO.	Name of the college	Subject	Recommendation of the Inspection Team	Recommendation of the Affiliation Committee.	
	Thomas Jones College Jowai.	Renewal of BA Pass Course in English, Khasi, Political Sc., Economics, Education, History, & Philosophy.	<p>(a) If conditional is made kindly Specify the conditions and the period by which the same should be fulfilled by the college for the Provisional/Extension of Affiliation. The College Authority should inform the College Development Council about fulfilment of the conditions within the stipulated time/period.</p> <p>(b) If provisional affiliation is recommended upto a certain period the same may be specified with conditions is any :-</p> <p><u>Recommendations :</u></p> <p>The Thomas Jones College, Jowai, was inspected on the 16th November, 2001 at 11.AM.</p> <p>The Inspection Team recommends extension of affiliation to the college for another 2(two) years w.e.f. 2002 2002. The Inspection Team also suggests that the following conditions be fulfilled by the college within the period specified above :</p> <ol style="list-style-type: none"> 1. The holdings in the Library need to be enhanced adequately. 2. One more permanent teacher in each of the Department should be appointed within the period specified above. 	<p>The Inspection report received on 16/19.11.01 after the affiliation Committee meeting held on 15th October, 2001.</p> <p>The matter is placed to V.C. for his approval; on 20.11.2001.</p> <p>Approved Sd/- K.S. Lyngdoh, 20.11.2001</p>	
			<p>Sd/ (Prof. L.S. Gassah) Convener dt.16.11.01</p>	<p>Sd/- (Prof. Jagatpal) Member dt.16.11.01</p>	<p>Sd/- (Dr.S.N. Singh) Member dt.16.11.01.</p>

Annexure-1A

5:7:2(2)

- ii) Inclusion of Mass Media and Journalism as cognate subjects in respect of the Department of Library and Information Science for research purposes.

The Local School Board of Economics, Management and Information Sciences in its meeting held on 10th May, 2004, considered the recommendation of the Board of Post-Graduate Studies in Library and Information Science for inclusion of Mass Media and Journalism as Cognate subjects for research purposes and resolved to approve the same.

The matter is placed before the Council for consideration.

5:8:3(1)

iii) Nomination of NEHU Representatives to the Governing Body of the affiliated Colleges.

The Deans' Committee in its meeting held on 9.10.01 duly approved the nomination of NEHU Representatives to the Governing Body of the affiliated Colleges of Meghalaya as placed at Annexure-'A'

The matter is placed before the Council for consideration.

5:8:302)

1.1) NOMINATIONS OF NEHU REPRESENTATIVES TO THE GOVERNING BODY OF THE AFFILIATED COLLEGES:

The Committee resolved to recommend the following faculty members as NEHU Representatives to the Governing Bodies of the different colleges.

1. Umshyrpi College - 1. Dr.H.K. Mukherjee,
Mathematics Department.
2. Dr.P.K. Ganguly,
Education Department.
2. Mendipathar College - 1. Dr.C.R. Marak,
Garo Department, Tura Campus.
2. Dr. S.Gurudev,
English Department, Tura Campus.
3. Lady Keane College. - 1. Dr(Mrs) B.M. Jyrwa,
Physics Department.
2. Dr. A.C. Sinha,
Sociology Department.
4. Sohra College. - 1. Dr(Mrs) S. Miri,
Philosophy Department.
2. Dr.H.N. Pandey,
Botany Department.
5. Acheng Rangnampa College - 1. Dr.C.R. Marak,
Garo Department, Tura Campus.
2. Dr.C.K.Niak,
English Department, Tura Campus,
6. B.Ed. College. - 1. Dr. P.K. Gupta,
Education Department(Tura).
2. Dr.J.R. Marak,
Garo Department(Tura)
7. Ri-Bhoi College. - 1. Dr.R. Copal Krishnan
Geography Department.
2. Dr.B. Myrboh,
Chemistry Department.
8. Nabon Synod College. - 1. Prof.C.S. Shastry,
Physics Department.
2. Dr.H. Lamin,
Anthropology Department.
9. Shillong Engineering & Management College. - 1. Prof.V.K. Kumar,
Commerce Department.
2. Dr.A.N. Rai,
Bio-Chemistry Department.

Contd Page 2/-

5:8:3(3)

10. St. Anthony's College - 1. Dr. K. Chatterjee,
Zoology Deptt.
2. Dr. A.C. Mohapatra,
Geography Deptt.
11. Morning Star College - 1. Dr(Mrs) T. Ao,
English Deptt.
2. Dr. B.J. Dev,
Pol. Science Deptt.
12. Jaintia Eastern College - 1. Dr. D.R. Syiemlieh,
History Deptt.
2. Dr. Nikhlesh Kumar,
Sociology Deptt.
13. Shillong College - 1. Dr. B.B.P. Gupta,
Zoology Deptt.
2. Dr. Imchen Ao,
Sociology Deptt.
14. St. Edmund's College - 1. Dr. C.R. Mishra,
Botany Deptt.
2. Dr. A.C. Agera,
Philosophy Deptt.
15. Seng Khasi College - 1. Dr. B.L. Swer,
Khasi Deptt.
2. Dr. P. Shukla,
Physics Deptt.
16. N.E.R.I.S.T. - 1. Dr. R.K. Poddar,
Chemistry Deptt.
2. Dr. Ramesh Sharma,
Bio-Chemistry Deptt.
17. Upper Shillong College - 1. Dr. Helen Giri,
Centre for Creative Arts.
2. Dr. B. War,
Khasi Deptt.

The matter is placed before the Council for consideration.

No.CDC/C.56/96-2001

Contd Page 2/-

5:8:4(1)

iv) Request for review of NEHU Admission Rules.

The Meghalaya Tribal Teachers Association of NEHU after its formation constituted a Sub-Committee to look into the pros and cons of the Admission criteria prevailing in the University.

The recommendations made by the said Committee is placed as Annexure-'A'

The matter is placed before the council for consideration.

MEGHALAYA TRIBAL TEACHERS' ASSOCIATION
NORTH EASTERN HILL UNIVERSITY

SHILLONG

To

The Vice-Chancellor,
NEHU, Shillong.

5th Nov'01

Subject :- Request for review of NEHU Admission Rules

Sir,

This is to bring to your kind notice that after the formation of the Meghalaya Tribal Teachers Association of NEHU, a sub-committee was constituted to look into the pros and cons of the Admission criteria prevailing in the university. The recommendations of this sub-committee were discussed in detail and approved by the General Body of the association. The recommendations are as follows:

1. That the students seeking admission from the various colleges which are now within Mizoram University should be treated as non-NEHU products beginning from the Academic year Calendar 2002.

2. That the domiciles of Meghalaya who have done their graduation outside the state shall also be given weightage as NEHU products with production of Scheduled Tribe/Permanent Residential Certificate of Meghalaya.

3. That the weightage for NEHU employees; children and spouses "Under University Special Quota" be raised to 10%.

4. That necessary changes can also be made to hostel accommodation as proposed below :

- 50% SC/STs from Meghalaya.
- 15% SC/STs from other states.
- 5% University Special Quota.
- 30% Open Category.

5. That necessary changes be made for admission to the M A/M Sc/M Com programmes as proposed below.

- 40% Open Category.
- 40% SC/STs from Meghalaya.
- 10% SC/STs from other states.
- 10% University Special Quota which includes.
 - a) Unrepresented backward areas (b) Physically handicapped
 - c) Sportsman/sportswoman (d) Children/Spouses of NEHU employees.

That unrepresented backward areas should also include the following.

MEGHALAYA TRIBAL TEACHERS ASSOCIATION
NORTH EASTERN HILLS UNIVERSITY
5:8:4(3)

i) Literacy rate of the C & RD Block be taken into consideration Schedule Tribe Certificate should indicate the Ordinarily residence of the applicant duly supported with school/matriculation Certificate.

ii) That matters on the admission process from the Academic Year 2002 onwards be initiated and under the control of the Dean of Students' Welfare.

The Association would be obliged if this issue could be placed as one of the agenda in the coming Academic Council meeting for discussion and ratification.

Thanking you,

Yours faithfully,

Sd/-

Sd/-

(Prof D R Syiemlieh)
President.

(L Cajee)
Secretary

Copy to the Registrar NEHU, for favour of information and necessary action.

5:8:5(1)

v) Academic and Administrative Audit for Universities.

The UGC Scheme of Academic and Administrative Audit for Universities received in the University is placed as Annexure-'A'. The matter was placed in the 110th meeting of the Executive Council wherein, the Council vide its Resolution No:EC:110:2001:5:8(1) considered the said UGC Scheme and Resolved that the matter may first be placed before the Academic Council.

The matter is placed before the Council for consideration.

UGC SCHEME OF ACADEMIC AND ADMINISTRATIVE AUDIT FOR UNIVERSITY1.0.0 BACKGROUND

1.1.0 Universities are autonomous organisations, expected to function in a democratic way so as to foster innovative academic ideas and to generate new knowledge and adapt to ever changing environment. They are therefore expected to adopt open and transparent approach in organisational management. However in practice, the management of universities is not very conducive to promotion of academic excellence.

1.2.0 In a situation like this, academic excellence is neither nurtured nor preserved, but very often, academic norms are being violated and neglected. In order to maintain academic and administrative discipline, a system of academic and administrative audit will function as a monitoring and evaluation mechanism for academic programmes and administrative functioning of the university and will play an important role in the development of university. Even though there exists financial audit in universities to maintain and monitor financial discipline to certain extent, no such mechanism exists in our universities for monitoring academic activities or administration. A scheme of Academic and Administrative Audit is therefore, required to be introduced in our universities.

2.0.0 THE SCHEME2.1.0 OBJECTIVE

To monitor the implementation of academic norms prescribed by the university bodies, State/Central Government, University Grants Commission etc. and to prevent violation of academic norms in the universities, and also to see that the administrative effectiveness becomes conducive for academic development of Universities.

2.2.0 THE PROCEDURE

A Committee consisting of 8-10 members of teaching staff and administrators may be appointed by the Vice-Chancellor as Academic and Administrative Audit Committee. This Committee should be headed by eminent Professor or by a Senior Professor who is not holding any administrative post. Educational Administrators be drawn from other institutions or reputed retired person. One or two elected teachers representatives may be included in a committee. The committee should give representation to major faculties. In case found suitable, one or two experts from, neighboring university or from State/Central Government or State Council of Higher Education or UGC may be appointed. One of the teachers may be appointed as member-secretary of the committee.

2.3.0 The committee should be appointed every year at the end of academic year. The committee should spend minimum one week and maximum two weeks to visit various departments of universities, depending upon the number of university department meet teachers and student representatives as well as administrative staff, check timetables, academic and administrative records etc. The committee may give a report, covering the following points, to know whether the academic and administrative norms were followed or not; after going through the academic and administrative records.:

Working days (for instruction, for research);

Working hours,

Time-table,

Utilisation of class-rooms;

Utilisation of library;

Utilisation of services of teachers;

Utilisation of computers;

Utilisation of equipments;

Utilisation of research facilities and research manpower;

Admission criteria and procedure;

Student attendance;

Curriculum (whether revised, covered etc.);

Qualification of teachers as per University Grants Commission regulation;

Workload of teachers,

Performance appraisal of teachers;

Research quality-publications;

Utilisation of other facilities, like gymkhana, play ground etc;

Examinations (whether conducted in time, results declared in time, certificate, degrees given in time, complaints if any);

Administrative Structure;

Admission Procedure;

Procedures for various activities concerning students, teachers, scholars, non-teaching staff etc;

Decision making process;

Utilisation of Administrative facilities, effectiveness of administrative structure, Any other matter relating to academic standards may also v be included in the report.

- 2.4.0 The report of the Audit Committee may be placed before the Governing Bureau/Management Council/Executive Council and Senate and relevant findings can be communicated to the concerned departments, individual teachers for compliance. A copy of the report be submitted to University Grants Commission and State/Central Government.

The university having affiliated colleges may also constitute Audit Committees for colleges on similar lines to each college.

- 2.5-0 The State Government may also set up Academic and Administrative Audit mechanism for State level on similar lines. The State level Committees may use the reports of individual universities and also see whether the compliance has been done by the concerned university.

- 2.6.0 The University Grants Commission may send Visiting Committees at the beginning of every plan period which may also take note of the reports prepared by the audit committees at university and State level.

6:3:1(1)

6:3 - Leave/Deputation etc:

- 1) Provision for Academic leave to University Teachers to avail UGC Teacher Fellowship to do research work leading to the award of Ph.D Degree.

The UGC's letter vide No.F.3-1/94(PS) dated 15.3.2000 placed at 'ANNEXURE-A' provided a scheme of Teacher Fellowship for Professional Development, to facilitate the University teachers to pursue research leading to award of the Ph.D Degree.

The UGC Scheme inter-alia provides the teacher awarded with the fellowship to be granted leave by the University as per its leave provisions but not study leave. So far, our University Ordinance has got only study leave to facilitate teachers to pursue research leading to Ph.D Degree. Now in view of the current UGC scheme of teacher fellowship, it is found necessary to have a provision for Academic Leave in our Ordinance with full pay for a duration co-terminus with the period of fellowship and the other terms and conditions of the leave to be similar to that of study leave.

The matter placed before the Academic Council and the Executive Council for consideration and approval to have a new provision in the Ordinance. i.e an "Academic Leave".

It is also submitted for information and ratification of the Council that Shri. B.K. Gupta, Lecturer, Centre for Applied Statistics has been awarded this UGC teacher fellowship and academic leave has been granted to him by the Vice Chancellor for a period w.e.f. 3.9.2001 till 31.3.2002.

No.G:150-1/Acad/TF/94

UNIVERSITY GRANTS COMMISSION
 BAHADUR SHAH ZAFAR MARG
 NEW DELHI - 110002

The Registrar
 (All Universities)
 as per list attached)

C-1/94(PS)

Dated: 15th March, 2001

Sub: Guidelines for the Scheme of Teacher Fellowship for Professional Development

Sir,

To provide more opportunities to the teachers for professional development, the UGC has modified its teachers fellowship scheme. The salient features of the new Scheme are given below:-

- i) There will be no limit on the number of teachers who can avail of the Fellowship under scheme
- ii) The teacher Fellowship for Ph.D programme would be for two years extendable to third year, if necessary. The contingency grant for the 3rd year shall however be Rs.8000/-.
- iii) The teacher fellowship for M.Phil programme would be for one year extendable for another six months, if necessary.
- iv) The scheme will also be applicable to University teachers.
- v) The scheme will not be made applicable to the teachers who are entitled for study leave with full pay. However, it would be open to them either to opt for the teacher fellowship or study leave.
- vi) Other rules/regulations parameters of the teacher fellowship scheme shall apply to this new scheme

A copy of the revised guideline for the scheme of Teacher Fellowship for Professional Development is enclosed for your information & necessary action. You are requested to bring this to the notice of the colleges affiliated to your University.

With regards,

Yours faithfully

sd/-

Dr(Mrs)Pankaj Mittal
 Deputy Secretary

Copy to:-

1. Sh. Mrinmoy Bhattacharya, General Secretary, All India Federation of University & College Teachers Organisation, 6/6 Kalicharan Ghosh Road, Calcutta - 700050
2. Prof Kapil Kumar, President, Federation of Central Universities Teachers Association, IGNOU, Madan Garhi, New Delhi 110 068
3. Sh. Ravinder Singh, Section Officer, Government of India, Ministry of Human Resource Development, N. Delhi 110001

UNIVERSITY GRANTS COMMISSION

GUIDELINES FOR THE SCHEME OF TEACHER FELLOWSHIP FOR PROFESSIONAL DEVELOPMENT

A. Terms And Conditions

- i) The Commission will provide assistance for award of teacher fellowships for professional development for doing M.Phil or completing Ph.D to the teachers of Universities/Colleges which are eligible to receive assistance under normal development schemes. A total of 15% and 15% fellowships will be reserved for SC and ST candidates respectively.
- ii) Teacher fellow will register for the M.Phil in a College/University/Institution which offers the M.Phil programme in the concerned subject. A teacher fellow will register for research for completing his/her Ph.D in a College/University/Institution having a well developed Post graduate Department in the concerned subject with adequate research facilities.
- iii) The teacher will continue to received full salary from the parent institution/College during the period of award of Teacher Fellowship.

B. Eligibility Conditions

- i) The teacher should be permanent/confirmed (or have been appointed on regular basis in case of Government Colleges)
- ii) The teacher should not be more than 45 years of age relaxable by 5 years in case of women teachers and teachers belonging to SC /ST category) on the date of application
- iii) The teacher appointed upto 1986 should have atleast a second class master's degree with minimum of 50% of the mark (45% for SC/ST Teachers) and in case of teacher appointed after 1986 should have atleast 55% marks(50% in case of SC/ST teachers) at master level) or equivalent in the seven point grading scale with letter grades. O, A,B, C,D, E and F

iv) The teacher should have atleast three years of teaching experience on the date of submission of application for award of teacher fellowship

v) The teacher who did not avail any teacher fellowship from UGC or any other agency may be given preference.

vi) The teacher who are appointed as per UGC regulations of 1991 or have obtained relaxation from the UGC are eligible for the award of Teachers Fellowship during Ninth Plan Period

C. Selection Committee

a) Application for award of teacher fellowship in respect of a teacher will not be considered unless his/her case for such award is recommended through a Selection Committee to be constituted as under:-

i) Vice - Chancellor of the University (in case of University teachers)/Principal of the College (in case of college teacher)

ii) Head of the Department/A Senior Teacher of the subject concerned of the University/College

iii) A nominee of the University (in case of University teachers/ affiliating University, preferably the Director of the College Development Council; (in case of college teacher)

iv) A subject expert from a teaching institution other than the concerned University/College

v) In the case of selection of SC/ST candidate, a SC/ST person preferably an academician in the University should also be present

b) The selection Committee will scrutinise the applications to be submitted in prescribed proforma (Appendix -i) in respect of the applicants and ensure that the applicants satisfy all the conditions laid down by the Commission for the award of a teacher fellowship. A certificate to this effect will be furnished in the proceedings of the Selection Committee which will be signed by all the members

c) The Selection Committee will prepare a panel of names of teachers to be awarded teacher fellowships in order of merit while preparing the panel care may be taken to select teachers from various disciplines. Separate panels will be preferred for Humanities and Social Sciences and for Sciences

D. Award of Teacher Fellowships

a) There will be not limit on the number of teachers who can avail of the fellowship under the scheme. The shortlisting will be done at the University level keeping in view the availability of funds.

b) The teachers to be awarded teacher fellowships including, the duration of the award in person months in each case will be communicated by the UGC main office for the University teachers and by the UGC Regional Office under whose jurisdiction the college falls for the college teachers as indicated by the Vice Chancellor/Principal of the College and finalised by the Selection Committee.

c) The approval letters, relating to the award of teacher fellowships during the Ninth Plan period will be issued by the UGC main office for University teachers and by the Regional Office under whose jurisdiction the college falls for the college teachers. The grants will be released by the UGC.

E. Other Conditions

a) A teacher fellow may be permitted to do M.Phil in the University/College in which he/she is employed provided that the University/College is running the M.Phil courses in the concerned subject. Also a teacher fellow will be permitted to do research work leading to the Ph.D in the University/College in which he/she is employed provided that the University/College has Post Graduate Courses in the concerned subject with adequate facilities for doing research.

(b) The teacher fellowship for M.Phil programme would be one year extendable for another six months on the recommendation of Vice Chancellor/Principal

c) The tenure for teacher fellowship for Ph.D shall be two years. The scheme will extendable to third year on recommendations of the Vice Chancellor/Principal if necessary. The contingency grant for third year shall however be Rs.8000/-

d) The supervisor must give a report of progress in the mid month of the period for which the fellowship is awarded if the supervisor of the teacher fellow gives negative report the award of teacher fellowship may be withdrawn by the UGC.

e) The tenure of teacher fellowship for doing M.Phil or completing the Ph.D should fall within the Plan period and under no circumstances be extended beyond the Plan period i.e beyond 31st March 2002 . Hence, the selection for 2001-2002 will be completed before March 31st of the year 2001 and for the Ph.D by March 31st of the year 2000.

f) The scheme will be also be applicable to University teachers

g) The scheme will not be made applicable to the teachers who are entitled for study leave with full pay. However, it would be open to them either to opt for teachers fellowship or study leave.

F. ules for L.E.A Contingency, T.A and Salary of Substitute

a) Living Expenses Allowances (LEA)

i) Living Expenses Allowances @ Rs.1000/- per month will be paid to the teacher fellow with effect from the date of joining the place of research. The tenure for teacher fellowship for Ph.D shall be two years.

ii) Joining report (Appendix-II) of the teacher fellow should be signed by him/her research guide. Head of the Department of the subject concerned and countersigned by the Head of the institution where the teacher fellows is registered for research.

b) Contingency Grants

i) A teacher fellow will be eligible to be reimbursed on actual by a contingency grant up to a limit of Rs,10,000/- The accounts for contingency grant and Utilisation Certificate may be submitted to UGC main office for University teachers and to the UGC Regional Office under whose jurisdiction the college (parent institution) falls for the college teachers in the Prescribed Proforma (Appendix-III) duly counter signed by the Registrar/Head of the concerned University/Research institute/Principal of College where the Teacher Fellow is doing research work. The Contingency grant for the 3rd year shall however be Rs.8,000/-

ii) Rules for leave and Utilisation of Contingency Grant under the scheme of teacher fellowship are attached (Appendix -IV).

c) Travelling Allowance

If the distance between the college (parent Institution) and the research centre is not less than twenty Kilometres, and also if the research centre and the parent Institution do not belong to the same city. The teacher fellow will be paid actual railway fare or bus fare or as per his/her entitlement according to College/University rules whichever is less, for joining the research centre and also for return to his/her parent Institution after completion of the tenure of his/her award. The expenditure to be incurred in this regard is to be met out of the contingency grant.

d) Salary of Substitute

The salary of the substitute appointed by the University/ College in place of a teacher selected for award of teacher fellowship, will be admissible if fresh appointment is made by the University/College in accordance with the prescribed procedure on the minimum of the Pay Scale prescribed for the Lecturer or as per the background and experience of the teacher so appointed. The grant towards reimbursement of the salary of substitute teacher as per norms of UGC will be paid by the UGC and the balance amount may be met by the respective institute/college or by the respective State Government, wherever the substitute teacher is appointed on higher pay than the minimum of lecturer pay scale. If the post vacated by the teacher fellow is filled by transfer, deputation or by a superannuated person, such a substitute's salary will not be reimbursed. The substitute to be appointed full time. The Commission will not pay the salary of the substitute if appointed on a part time basis, unless there are substantial reasons for the same. The grant will be paid to the College for the salary of the substitute on the receipt of the joining report of the Teacher Fellow along with the following information relating to the substitute teacher:

whose name is in the prescribed forms for the college. The substitute should be appointed by the Registrar/Head of (Appendix-III) duly countersigned by the Registrar/Head of the concerned University/Research Institute/Principal of College where the Teacher Fellow is doing research work. The Contingency Grant for the 2nd year shall however be

- i) Name of the substitute;
- ii) Date of Birth :
- iii) Qualifications
- iv) Whether NET Qualified
- v) Experience :
- vi) Date of Joining:
- vii) Details of pay including allowances payable per month in the approved pay scale :
- viii) Amount payable up to the end of the tenure of fellowship :
- ix) A Certificate from the Principal that the appointment of the substitute has been made in accordance with the procedure prescribed by the University/State Government and
- x) Specific approval letter of the affiliating University/State Government regarding the appointment of the substitute

In case it is not possible to appoint a substitute, or if the appointment of substitute is delayed, then the lectures may be arranged on the basis of honorarium with Rs.100/- per lecture per hour subject to Rs.3000/- per month.

G. Release of Grant

Grant towards contingency and Living Expenses Allowance (wherever applicable) for the teacher fellow and salary for the substitute(if appointed) will be paid to the University/ College where the teacher was working immediately before joining as a teacher fellow.

UNIVERSITY GRANTS COMMISSION

Rules for leave and Utilisation of Contingency Grant under the Scheme of Teacher Fellowship.

A. Contingency Grant

1. The Grant may be utilised on consumable materials, chemicals, equipment, books and journals, including photostat copies and micro films, typing, stationery postage and field work, and travel needed by the teacher fellow in connection with the approved research project with the approval of the Research guide and the concerned institution.
2. The contingency grant is not intended for meeting expenditure on furniture utensils, items normally provided by the College/University/Institution and payment of examination or other fees like admission/registration/tution fees etc.
3. Travelling allowance for approved field work and travel in connection with the research work and for attending seminars, symposia, etc., connected with the research work undertaken by the teacher fellow, will be admissible according to the rules applicable to the teaching staff of University/College. The expenditure in this regard will be debitable to the contingency grant. No additional grant will be provided for this purpose.

B. Leave Rules

The teacher fellow will be required to work during the vacation period viz. summer, winter and puja vacations etc., when the library and laboratories remain open. Application for leave from teacher fellows may be considered and decided by the College/University/Institution concerned in accordance with the leave rules applicable to the teachers in the Institution where the teacher is employed.

6:3:1(10)

APPENDIX-II

UNIVERSITY GRANTS COMMISSION

Joining Report under the Scheme of Teacher Fellowship

This is to certify that Shri/Smt/Km. _____ who has been working as a Lecturer in _____ University/College _____ joined the Department of _____ at _____ (FN/AN) and is working for his/her under the guidance of _____ He/she has been admitted to/ registered for M.Phil/Ph.D Course on _____

The teacher concerned has incurred an actual expenditure of Rs. _____ as _____ class rail/Bus fare on travel from _____ to _____ on _____ for joining the fellowship at this college/university/institute. The class in which he/she has travelled is admissible according to College/University/Institution rules. The distance between parent institution and research centre is _____ Kilometers

The College/University/Institution needs an amount of Rs. _____ towards his/her maintenance allowance @ Rs.1000/- per month as his/her parent institution and research centre do not belong to the same city and the distance between them is not less than 20(twenty) Kilometers AND Rs. 10,000/- per annum for meeting contingency expenditure for one year from his/her date of joining.

Registrar/Principal

Institution(research centre(SEAL)

1. Signature of the teacher
Fellow

2. Signature of the Research
Guide

3. Signature of the Head of
Department
(Research Centre)

UNIVERSITY GRANTS COMMISSION

PROFORMA FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS & UTILISATION CERTIFICATE.

1. Name of the Teacher Fellow
2. Name of the University/College where he/she is employed
3. No. and date of UGC letter under which award was made.
4. Period to which the account of contingency grant relates
- 5.

	Expenditure on each Item	Amount	Date of Expenditure
i.			
ii.			
iii.			
iv.			
v.			
vi.			
Total:			

Certified that the expenditure of Rs. _____ (Rupees _____) as mentioned above out of the contingency grant of Rs. 10,000/- sanctioned vide Commission's letter No.F. _____ dated _____ in respect of _____ has been utilised for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University Grants Commission for utilisation of contingency grant.

If as a result of check or audit objection some irregularity is noticed at a later stage action will be taken to recover/adjust the objected amount.

(Signature of teacher fellow)

(Research Guide)

(Head of the Deptt)

(Registrar/Principal)
(Research Centre)

(A copy of this Utilisation Certificate should be sent to the college where the teacher was working before joining as a teacher fellow for record).