

**NORTH-EASTERN HILL UNIVERSITY
SHILLONG**

AGENDA PAPERS



**ONE HUNDRED & FIFTY FIRST
MEETING OF THE EXECUTIVE
COUNCIL**

28th June, 2012

AGENDA PAPERS FOR THE 151st MEETING OF THE EXECUTIVE COUNCIL TO BE HELD ON 28th June, 2012

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- (i) Enhancement of Sitting Fee. - 6:7:1(1)

1:1(1)

1. - **CONFIRMATION OF THE MINUTES:**

- (i) Confirmation of the minutes of the 150th meeting of the Executive Council held on 30th March, 2012.

The minutes of the 150th meeting of the Executive Council held on 30th March, 2012 were circulated to all the members. No comments have been received, therefore the minutes may be confirmed.

Corrigendum regarding acceptance of technical resignation tendered by Prof. R.Lallthantluanga, Bio-Chemistry Department NEHU vide Resolution No:EC:150 :2012:6:2(iv) was issued as per Annexure 'A'.

The matter is placed before the Council for confirmation.

1:1(2)

Annexure - 'A'



पूर्वोत्तर पर्वतीय विश्वविद्यालय
पु. प. वि. वि. पश्चिम शिल्लोंग 793022 (मेघालय)
North-Eastern Hill University
NEHU Campus, Shillong - 793022 (Meghalaya)

Phone :
Office : NEHU

No.EC:150-4/Conf/2012- 5/6

Dated 1st June 2012.

CORRIGENDUM

In pursuance of the Executive Council Resolution No:EC:150:2012:6:2:(iv) adopted in its 150th meeting held on 30th March, 2012 on "Acceptance of technical resignation in respect of Prof. R.Lalthantluanga, Bio-Chemistry Department, NEHU," may please be read as follows:

"NO:EC:150:2012:6:2: (iv): The Council considered the request of Prof. R.L. Tluanga, Bio-chemistry Department, NEHU, vide his letter of 29.2.2012 to ignore his request for voluntary retirement and to consider the period from 18.5.2011 to 27.2.2012 as lien and 28.2.2012 as the date of his technical resignation as he has been appointed as the Vice-Chancellor of Mizoram University in the Month of May, 2011. **The Council RESOLVED** to ignore his voluntary retirement from the services of NEHU w.e.f. 18th May, 2011 as requested by him. The Council further **RESOLVED** to accept his technical resignation with effect from 18.5.2011 (A.N). since it is less cumbersome to apply Statute 1 (amended) of Mizoram University Act which provides that the incumbent who is appointed as Vice-Chancellor of the Mizoram University shall sever his/her connection with the previous organization and joins the post of Vice-Chancellor in the University on immediate absorption basis. Accordingly, his service and financial benefits accrued to him during his service in NEHU be transferred from NEHU to Mizoram University".

Error is regretted.

(J.N. Nayak)
Deputy Registrar

Copy to:

1. All Members of the Executive Council, NEHU, Shillong.
2. S.P.S. to the Vice-Chancellor, NEHU, Shillong.
3. P.S. to the Registrar, NEHU, Shillong.

Deputy Registrar

ajc

2: - REPORTING ITEMS:

- (i) Action taken on the minutes of the 150th meeting of the Executive Council held on 30th March, 2012.

1: - CONFIRMATION OF THE MINUTES**Action taken**

- (i) Confirmation of the Minutes of the 149th meeting of the Executive Council held on 25th November, 2011. - The confirmed minutes were circulated to all concerned.

2: - REPORTING ITEMS:

- (i) Action taken on the minutes of the 149th meeting of the Executive Council held on 25.11.2011. - Noted

3: RATIFICATION OF ACTION TAKEN BY THE VICE-CHANCELLOR.

- | | | |
|--|---|---|
| (i) Appointment of Head, Department of Geography | - | Decision of the Council communicated to D/R(Estt.II) |
| (ii) Appointment of Head, Department Basic Sciences & Social Sciences | - | |
| (iii) Appointment of Dean, Students' Welfare | - | |
| (iv) Appointment of Dean, School of Economics, Management and Information Sciences. | - | |
| (v) Nomination of member to the Finance Committee | - | Notify vide even No.199 dt. 13/3/12 |
| (vi) Continuing the services of the Non-Teaching staff of the Academic Staff College on UGC funding. | - | Order issued vide No:F-48/UGC-ASC-NEHU/COP/6014,6015,6016,6017,6018,6019 & 6020 dt.19.4.2012. |
| (vii) Enhancement of License fee Kharpuri as a Sanitary Inspector on contractual basis. | - | Decision of the Council communicated to the concerned Section. |
| (viii) Memorandum of Agreement for the Engagement of Ranger Security on contract basis. | - | |
| (ix) UGC-Faculty Recharge Programme. | - | |

5: ACADEMIC MATTERS:**5:1: Statutes/Ordinances/Regulations & Rules:**

- (i) Amendment Ordinance/Statute-NEHU - Letter to Rajiv Gandhi Foundation has been issued vide No:F-48-2/Acad/2005/2401 dt.9.5.2012.
- (ii) Ordinance OC-7 on the Masters' Degree Programme in Arts, Science and Commerce - Letter to Ministry issued vide No:F-Conf/13-5/Ord/99 (Vol-III) dt.13.4.2012

5:7:- Affiliation Matters:

- (i) Inspection Reports of various Colleges - Decision of the Council communicated to the Director CDC.

5:8:- Others:

- (i) Memorandum of Agreement for the Engagement of Ranger Security Guards on contract basis. - Decision of the Council communicated to D/R(Security Cell)
- (ii) UGC-Faculty Recharge Programme -
- (iii) Bilingual Text of Degree Certificate -
- (iv) Concession for the wards of Kashmiri Migrants for admission during academic Session 2012-2013. - Decision of the Council communicated to D/R(Acad).

6:- ADMINISTRATIVE MATTERS:**6:1:- Selection Committee:**

- (i) Recommendation of the Selection Committee for appointment of Registrar. - Order has been issued vide No:F.14-243/Estt-II/2010-2786 dt. 17.4.12
- (ii) Recommendation of Departmental Promotion Committee for the post of Asstt.Registrar and Deputy Registrar. - Decision of the Council communicated to D/R(Estt.II)

6:2:- Appointment/Creation/Up-gradation of post/Confirmation/Extension/Option/Transfer/Release/Termination etc.

- (i) Appointment of Chancellor-reg -

2:1(3)

- | | | | |
|--------|---|---|---|
| (ii) | Transfer of Shri Laishram Shyam Kumar - Deputy Registrar and Shri S. Myrchiang, Asstt.Registrar from Tura to Head Quarter Shillong. | - | Decision of the Council has been conveyed vide No.F-14-210/Estt. II/2004-2777 dt. 12.4.12. |
| (iii) | Criteria to be followed for placement of Lecturer in the Sr. Scale and Selection under old Regulation. | - | Decision of the Council communicated to D/R(Estt.II) |
| (iv) | Acceptance of technical resignation In respect of Prof. R.Lalthantluanga, Bio-Chemistry Department, NEHU, Shillong. | - | Decision of the Council has been conveyed to Prof. R.Lalthantluanga vide No.F-17-54/Estt. II/84-2868 dt.4.5.12. |
| (v) | Compulsory retirement of Shri F.R.Khyrim Asstt., from NEHU Service. | } | Decision of the Council communicated to D/R(Estt.I). |
| (vi) | Compulsory retirement of Shri R.P.Sapkota, UDC, from NEHU Service. | | |
| (vii) | Engagement of Legal Officer | - | Order issued vide No.F. 9-29/Estt.II/2006-2818 Dt. 25.4.2012. |
| (viii) | Extersion of appointment of Prof. A.S.Chandel, Chairman, Library Digitization, NEHU, Shillong. | - | Order issued vide No.F. 18-4/Estt.II/2007-2886 dt. 10.5.2012. |

6:3: - Leave/Deputation:

- | | | | |
|-------|---|---|--|
| (i) | Extension of period of lien in respect of Dr. S.M.Bendre, Professor, Department of Statistics, NEHU, Shillong. | - | Order issued vide No.F. 17-254/Estt.II/2009-2861 dt. 3.5.2012. |
| (ii) | Extension of Study Leave in respect of Shri J.Binong, Asstt.Professor, Department of Electronic Communication Engineering(ECE), NEHU, Shillong. | - | Decision of the Council communicated to D/R(Acad). |
| (iii) | Credit of Earned Leave in lieu of Performing duties during vacation. | - | Decision of the Council communicated to D/R(Estt.II). |

6:4:- Discipline:

- | | | | |
|------|--|---|--|
| ✓(i) | Report on an allegation of large scale Corruption in the Internet installation in the North-Eastern Hill University, Shillong. | - | |
|------|--|---|--|

6:6:- Service condition/Financial & Other benefits:

- | | | | |
|-----|--|---|--|
| (i) | Decision of Govmment of India on Award of one Increment on 01.01.06 in the pre-revised scale to those employees who were due their annual increment between February to June, 2006 in the pre-revised scale. | - | Letter has been written to UGC vide No:F.4-2/Estt.II/2009-2808 dt.24.4.12. |
|-----|--|---|--|

6:7:- Others:

- | | | | |
|--------|---|---|--|
| (i) | Mintes of the 106 th and 107 th Building Committee held on 9.02.2011 and 2.3.2012. | - | Decision of the Council communicated to UE(CDD) |
| (ii) | Higher Administrative Grade | - | } Decision of the Council communicated to D/R(Estt.II). |
| (iii) | Empanelment of Shri Khalid Khan, Advocate as NEHU, Legal Adviser. | - | |
| (iv) | Aplocations for empanelment as University Advocates before the Superme Court. | - | |
| (v) | <i>Inclusion of integrity pact in the contract for all future works to be taken up by the University.</i> | - | Decision of the Council communicated UE(CDD) |
| (vi) | Leasing out of building to NIT | - | Decision of the Council communicated to D/R(Estate) |
| (vii) | Elephant Rampage in NEHU, Tura Campus and Elephant Corridor. | - | Decision of the Council communicated to PVC, Tura. |
| (viii) | XII Five Year Plan Proposal | - | Decision of the Council communicated to D/R(Plannning) |
| (ix) | Remuneration to teacher for Evalutation of Ph.D.Thesis. | - | Decision of the Council communicated to COE. |
| (x) | Setting up of an officer for Chairman NE Vice-Chancellor's Forum. | - | Decision of the Council communicated to D/R(Estate/P&S). |

7:- **FINANCIAL MATTERS:**

7:1- **Finance Committee:**

- | | | | |
|------|--|---|--|
| (i) | Means of meeting the excess expenditure Rs. 50.01 on the 96 th Indian Science Congress. | - | Decision of the Council communicated to D/R(Finance) |
| (ii) | Request of Prof.J.War-Relief her as Member of the Finance Committee | - | Notified vide No:F.29-1/Conf/91(Vol.II)/12. dt. 17.4.2012. |

3:1:(1)

3: **RATIFICATION OF ACTION TAKEN BY
THE VICE-CHANCELLOR:**

(i) Appointment of Head, Department of Philosophy.

Prof.Vanlalnghak was appointed as Head of the Department of Philosophy w.e.f. 20.12.2010 for a period of 3 years. Meanwhile, Prof.Vanlalnghak has been appointed as Director at Indira Gandhi National Tribal University, Manipur Regional Campus. In order to take up the assignment aforesaid, Prof.Vanlalnghak has been granted lien for a period of **2 years** w.e.f. 10.05.2012(AN) and consequently has been relieved from Headship w.e.f. 10.05.2012(AN).

In order to consider the appointment of next Head of the Department in accordance with provision laid down under Statute-7 of NEHU Act.1973 and subject to ratification by the Executive Council, the Vice-Chancellor appointed **Prof.Jagat Pal**, as Head of the Department of Philosophy, NEHU, Shillong w.e.f. 10.05.2012(AN) upto the date of his retirement i.e. 31.01.2014 vide **ANNEXURE-A.**

The matter is placed before the council for ratification.



पूवोत्तर पर्वतीय विश्वविद्यालय

पू. प० विवि० परिसर, शिलांग-७९३०२२ (मेघालय)

North-Eastern Hill University

NEHU Campus, Shillong - 793 022 (Meghalaya)

No.F.5-5/Estt-II/PHIL/10/- 2873

Dated 8th May, 2012.

Phone :

Grams : NEHU

NOTIFICATION

*In terms of provisions laid down under Statute-7 of the NEHU Act 1973 and subject to the ratification by the Executive Council, the Vice-Chancellor is pleased to appoint **Prof. Jagat Pal**, as Head of the Department of Philosophy, NEHU, Shillong w.e.f. 10.05.2012(AN) upto 31.01.2014(AN) (i.e. date of retirement) vice Prof. Vanlalnghak.*

(H.Lyngdoh)
Asstt.Registrar,Estt-II

Copy to:

1. The Pro-Vice-Chancellor, NEHU, Tura Campus, Tura-for information
2. All Deans of Schools, NEHU, Shillong- for information..
3. All Heads of Departments/Centres, NEHU, Shillong/Tura Campus.
4. Prof. Jagat Pal, Deptt. of Philosophy, NEHU, Shillong- He is requested to take over the charge of the Headship and submit the Charge Report duly countersigned by the Dean.
5. Prof. Vanlalnghak, Deptt. of Philosophy, NEHU, Shillong- He is requested to handover the charge of the Headship to Prof. Jagat Pal.
6. All Dy.Registrars/Asstt.Registrars NEHU, Shillong/Tura Campus-for information.
7. The In-Charge, NEHU Publication, NEHU, Shillong.-for information.
8. The Administrative In-Charge, NDVN(VSAT) facility, NEHU, Shillong information and needful action.
9. SPS to the Vice-Chancellor, NEHU.-for information.
10. PS to the Registrar, NEHU.-for information.
11. PS to the Finance Officer, NEHU, Shillong-for information.
12. PA to the COE, NEHU, Shillong-for information.
13. Personal file.

Asstt. Registrar, Estt-II

(ii) Appointment of Prof. H.Kayang as Proctor.

In accordance with the provision laid down under Statute 9 of NEHU Act 1973, Dr. H.Kayang was appointed as Proctor on 23rd February, 2006 for a period of two years. On the expiry of his first term, he was again re-appointed as proctor for two more terms. Dr.H.Kayang has completed his third term on 23rd February, 2012 and has been extended for further period of two years. Statute 9 of NEHU Act 1973 provides that

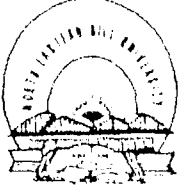
- (i) Every Proctor shall be appointed by the Executive Council on the recommendation of the Vice- Chancellor shall exercise such powers and perform such duties as may be assigned to him by the Vice Chancellor.
- (ii) Every Proctor shall hold office for a period of two years and shall be eligible for re-appointment.

Keeping the above provision in view and the extensive contribution rendered by Dr. Kayang in the matter of handling the office of the Proctor and subject to ratification by the Executive Council the Vice Chancellor re-appointed Dr. Kayang for a further period of two years with effect from 23.02.2012. A copy of the order is appended below at Annexure-'A'.

The matter is placed before the Council for ratification.

3:2(2)

ANNEXURE - 'A'



पूवोत्तर पर्वतीय विश्वविद्यालय

पू. ष. वि. वि. सं. शिल्लोंग ७९३०२२ (मेघालय)

North-Eastern Hill University

NEHU Campus, Shillong - 793 022 (Meghalaya)

Phone :

Grams : NEHU

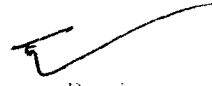
No.F.5-8 /Estt.II/2002 (Vol I) 2598

Dated 29 February, 2012.

ORDER

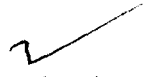
Subject to ratification by the Executive Council the Vice-chancellor is pleased to extend the term of Prof.H.Kayang as Proctor Permanent Campus for a further period of two years with effect from 24.02.2012. This assignment shall, however, be in addition to his normal duties in the Department of Botany.

Prof. H.Kayang will be paid a monthly remuneration of Rs.1500/- (Rupees one thousand five hundred) only for the additional assignment.


Deputy Registrar
Establishment - II.

Copy to:

1. Prof. H.Kayang Department of Botany NEHU, Shillong.
2. The Deans' Student Welfare, NEHU, Shillong.
3. The Finance officer, NEHU, Shillong
4. The Head Department of Botany NEHU, Shillong.
5. The Security Officer, NEHU, Shillong.
6. The SPS to the Vice-chancellor, NEHU, Shillong.
7. The PS to the Registrar, NEHU, Shillong.
8. The The Section Officer, Estate/Administration/Bill Section, NEHU, Shillong.
9. Personal file


Deputy Registrar
Establishment - II.

3:3:(1)

- (iii) Grant of lien to Prof. Vanlalnghak, Department of Philosophy NEHU, Shillong.

Prof. Vanlalnghak, Department of Philosophy, NEHU Shillong had applied through proper channel for the post of Director at the Indira Gandhi National Tribal University, Manipur Regional Campus. After having been selected and on receipt of offer of appointment from the Indira Gandhi National Tribal University, Manipur Regional Campus (Annexure-'A') Prof. Vanlalnghak had requested the University to grant him lien for a period of 2 (two) years, so as to enable him to join Indira Gandhi National Tribal University, Manipur Regional Campus.

In consideration of the above, the Vice-chancellor, subject to ratification by the Executive Council, granted lien to Prof. Vanlalnghak for a period of 2 (two) years wef. 10.05.2012 (AN) to enable him to join the post of Director at the Indira Gandhi National Tribal University, Manipur Regional Campus (Annexure-'B')

The matter is placed before the Council for ratification.

3:3:(2)

66

इन्दिरा गांधी राष्ट्रीय जनजातीय विश्वविद्यालय

(संसद के अधिनियम के अधीन स्थापित केन्द्रीय विश्वविद्यालय)

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

(A Central University under an Act of Parliament)

AMARKANTAK, MADHYA PRADESH - 484 886 INDIA

Tel. : 07629 - 269617, Fax : 07629 - 269432



Ref.no.F.03/Estt./157/2012

Date: 28.03.2012

To,

ANNEXURE-A'

Dr. Vanlalnghak
Head, Department of Philosophy
NEHU, Shilong - 793 022,
MEGHALAYA.

Sub.: Offer of appointment on the post of Director, Regional Campus, Manipur - reg.
Ref.: Your application dated 18th July, 2011.

Sir,

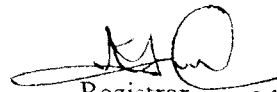
In reference to the above mentioned subject, the Executive Council, Indira Gandhi National Tribal University, Amarkantak has offered you the post of Director, Regional Campus, Manipur in the pay scale of Rs. 37400- 67000/- with the AGP of Rs. 10000/-. Besides the pay, you will be entitled to get other admissible allowances applicable to the Regional Campus Manipur employees.

Your appointment is subject to the following terms and conditions-

1. Initially you will be on probation for two years, which may be extended on discretion of the Competent Authority.
2. If, any information submitted by you, is found incorrect, at any stage, your appointment can be terminated.
3. During probation, if your behavior and working attitude is not up to the mark, your services can be terminated without assigning any reason.
4. You have to produce relieving certificate from last Employer, if you are in service as on date.
5. You have to produce Certificate of Medical Fitness from a Chief Medical Officer of Manipur Government at the time of joining.
6. Your services will be governed as per Act, Statutes, Ordinances and Regulations of Indira Gandhi National Tribal University made from time to time. Whether is no rule framed, CCS Rules will be applicable.
7. No TA will be paid at the time of joining.
8. You have to bring a non-judicial stamp paper worth of Rs. 100/- to execute a written contract of appointment.
9. Please bring your four latest passport size photographs.

You are expected to join your duties latest by 25th April 2012 in the office of the Registrar, Indira Gandhi National Tribal University, Amarkantak.

Please send your acceptance of the post offered by e-mail and post within 10 days of issue of this letter, failing which it will be treated that you are not interested to join the post.


Registrar 28/03/2012



3231(3)
पूर्वोत्तर पर्वतीय विश्वविद्यालय
पू० प० विधि० परिसर, शिल्लोंग-७९३०२२ (मेघालय)
North-Eastern Hill University
NEHU Campus, Shillong - 793 022 (Meghalaya)

Phone :
Grams : NEHU 271

ANNEXURE-B

No.F.17-231/Estt.II/2005-2872

Dated the 8th May, 2012

ORDER

Consequent upon the appointment of Prof. Vanlalnghak to the post of Director at the Indira Gandhi National Tribal University, Manipur Regional Campus, the Vice-Chancellor, subject to the ratification by the Executive Council, is pleased to relieve Prof. Vanlalnghak from the post of Professor, Department of Philosophy, NEHU, Shillong w.e.f.10.05.2012(AN) on lien for a period of 2(two) years against the substantive post held by him in the University.

During the period of lien either the employer or Prof. Vanlalnghak is required to remit the monthly leave salary and Pension contribution, GPF subscription and any other deductions regularly to this University.


Assistant Registrar, (Estt.II)

Copy to:

1. The Registrar, Indira Gandhi National Tribal University, Amarkantak Madhya Pradesh - 484 886.
2. Prof. Vanlalnghak, Department of Philosophy, NEHU, Shillong.
3. The Dean, School of Humanities, NEHU, Shillong.
4. The Head, Department of Philosophy, NEHU, Shillong.
5. The Finance Officer, NEHU, Shillong.
6. The SPS to the Vice-Chancellor, NEHU, Shillong.
7. The PS to the Registrar, NEHU, Shillong.
8. The Assistant Registrar, (Finance-Salary), NEHU, Shillong.
9. The Section Officer, Estt.II(B), NEHU, Shillong.
- ✓ 10. The Personal file.


Assistant Registrar, (Estt.II)

5:1:1(1)

5: - **ACADEMIC MATTERS:**

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

- (i) Proposed amendment of Statute 18, Ordinance OA-8 and Regulation RC-23.

The Academic Council in its 86th meeting held on 18.11.2011 vide Resolution No:AC:86:2011:2(v) **(placed at Annexure 'A')**, resolved to refer the matter to the committee and the same was returned which is placed at **Annexure 'B'**.

The matter is placed before the Council for consideration.

5:1:1(2)

ANNEXURE-'A'

- (v) (a) Proposed Amendment of Statute 18, Ordinance OA-8 and OA-9.
- (b) Representation of Prof. H.K.Mukherjee on the amendment of Ph.D. Ordinance OC-4 and Regulation RC-23.

NO:AC:86:2011:2:(v):The Council approved recommendations of the Committee on proposed amendment of Statute 18, Ordinance OA-8, and Regulation RC-23. The Council also **RESOLVED** that other changes required under OC-4, 5 and 7 be referred to the same Committee as per their observations contained in note RC-23.

Proposed Amendment of Statute 18 approved vide AC Resolution NO:AC:86:2011:2:(v)

Existing	Proposed
<p>Board of Studies 18.</p> <p>(1) Each Department shall have two Boards of Studies, one for Post-Graduate Studies and the other for Under-Graduate Studies.</p> <p>(2) The constitution of a Board of Post-Graduate Studies and the term of office of its members shall be prescribed by the Ordinances.</p> <p>(3) The functions of a Board of Post-Graduate Studies shall be to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the concerned School Board in the manner prescribed by the Ordinances:</p> <p>(a) courses of studies and appointment of examiners for Post-Graduate courses, but excluding research degrees;</p> <p>(b) appointment of supervisors of research; and</p> <p>(c) measures for the improvement of the standard of Post-Graduate teaching and research:</p> <p>Provided that the above functions of a Board of Post-Graduate Studies shall, during the period of three years immediately after the commencement of this Act, be performed by the Department.</p> <p>(4) The constitution and functions of a Board of Under-Graduate Studies and the term of office of its members shall be prescribed by the Ordinances.</p>	<p>Board of Studies 18.</p> <p>(1) Each Department shall have a <i>Board of Studies for Postgraduate and Undergraduate studies.</i></p> <p>(2) The constitution <i>and functions</i> of a <i>Board of Studies</i> and the term of office of its members shall be prescribed by the Ordinances.</p> <p>Deleted</p> <p>Deleted</p>

(Arvind K. Misra)

(N.M. Panda)

(O.P. Singh)

Proposed Ordinance for Board of Studies approved vide AC Resolution NO:AC:86:2011:2:(v)

Existing (To be abrogated)	Proposed (To be inserted)
<p style="text-align: right;">OA-8</p> <p style="text-align: center;">ON THE BOARDS OF POST-GRADUATE STUDIES Under Section 26 (1) (k) of the NEHU Act, 1973 read with clause (2) of Statute 18</p>	<p style="text-align: right;">OA-8</p> <p style="text-align: center;">ON THE BOARDS OF STUDIES Under Section 26 (1) (k) of the NEHU Act, 1973 read with clause (2) of Statute 18</p>
<p>Constitution 1</p> <p>The Board of Post Graduate Studies of each Department shall comprise</p> <ol style="list-style-type: none"> i. Head of the Department; ii. All Professors of the Department; iii. Two Associate Professors and two Assistant Professors of the Department by rotation, on the basis of seniority; iv. One teacher each from other departments within the School having common courses with the Department; v. Not more than two teachers teaching allied or cognate subjects in other schools nominated by the Vice-Chancellor on the recommendations of the Department concerned; and vi. Not more than three persons nominated by the Board of the School who have specialised knowledge in the discipline of the concerned Department and who are not employees of the University or any of its affiliated or recognised institutions. <p>Provided that ordinarily one person each should be from the North-East, Eastern India and others from rest of the country</p>	<p>I. Constitution</p> <p>The Board of Studies of each Department shall comprise</p> <ol style="list-style-type: none"> i. Head of the Department as convener and ex-officio Chairperson; ii. All Professors of the Department ; iii. Two Associate Professors and two Assistant Professors of the Department by rotation on the basis of seniority; iv. One teacher each from other departments within the School; v. Not more than two teachers teaching allied or cognate subjects in other schools nominated by the Vice-Chancellor on the recommendation of the Department concerned; vi. Not more than three persons nominated by the Board of the School who have specialised knowledge in the discipline of the concerned Department and who are not employees of the University or any of its affiliated or recognized institutions. <p>Provided that ordinarily one person each should be from the North-East, Eastern India and others from rest of the country.</p> <p>vii. Five teachers from affiliated colleges engaged in teaching the subject/ cognate subject, nominated by the concerned Department. However, not more than two teachers shall be nominated from the same college.</p> <p>Provided that where there is no teaching for a subject/ programme of studies at the University Department for which the Board of Studies is required, the Academic Council may constitute a Committee in the manner described below to perform the functions of the Board under a School of Studies to be identified by the Academic Council:</p> <ol style="list-style-type: none"> a. Three persons not below the rank of Professor having specialized knowledge in the same or cognate subject area, one of whom shall be appointed as Chairperson, provided that she/ he is a member of the Academic Council. b. Five teachers from affiliated colleges engaged in teaching the subject concerned or cognate subject, nominated by the concerned School Board. c. Two external experts nominated by the Vice-Chancellor on the recommendation of the Chairman of the concerned School Board, of whom one should ordinarily be a person from the North-Eastern Region.
<p>Terms of Office 2.</p>	<p>2. Terms of Office</p>

5:1:1(5)

<p>The term of office of members, other than the Head of the Department and the Professors, shall be three years; however, such members who are also members of the Department can be re-nominated if the number of teachers in the Department is not large enough for rotation.</p>	<p>The term of office of members, other than <i>the Head and the Professors of the concerned Department</i>, shall be three years; however, <i>teachers</i> can be re-nominated if the number of teachers in the Department is not large enough for rotation.</p>
<p>Chairman 3. Head of the Department shall be the Convenor and Ex-officio Chairman of the Board.</p>	<p>3. deleted</p>
<p>Functions 4. Functions of the Board shall be :</p> <ul style="list-style-type: none"> i. to recommend to the Board of the School, post graduate courses of studies offered by the Department; ii. to recommend to the School Board appointment of examiners for the post-graduate courses, other than for research degrees, in accordance with the provisions of the Regulations about examinations of the University; iii. to approve subjects for research for various degrees; iv. to recommend to the concerned Board of Research Studies, through the School Board, applications of students as candidates for the Doctorate Degree along with the details of the subjects proposed to be investigated by the applicants; v. to recommend to the Board of Research Studies the names of teachers in the department to be appointed as supervisors of research; vi. to recommend to the Board of the School measures for the improvement of post-graduate teaching and research in the Department; and vii. to perform such other functions as may be assigned to it by the Board of the School, the Academic Council, the Executive Council and the Vice-Chancellor. 	<p>4. Functions</p> <p>Functions of the Board <i>shall be to</i></p> <ul style="list-style-type: none"> <i>i. recommend to the School Board:</i> <ul style="list-style-type: none"> a. subjects for research for various degrees; b. <i>research proposals</i> of candidates for the Doctorate Degree along with the details <i>as prescribed in the relevant Ordinance/ Regulation</i>; c. post graduate <i>and undergraduate</i> courses of studies; d. appointment of examiners for the post-graduate <i>and undergraduate</i> courses/ <i>programmes</i>; e. measures for the improvement of post-graduate <i>and undergraduate</i> teaching and research; and <i>ii. perform such other functions as may be assigned to it by the School Board, the Academic Council, the Executive Council and/or the Vice-Chancellor.</i>
<p>Quorum 5. The quorum for the meeting of the Board shall be one-third of the total membership of the Board.</p>	<p>5. Quorum</p> <p>The quorum for the meeting of the Board shall be one-third of the total membership of the Board.</p>
<p>Meetings 6. The Board shall hold at least two ordinary meetings in an academic year, one in each semester. Notice of the meetings of the Board shall be issued at least 14 days before the date fixed for the meeting</p>	<p>6. Meetings</p> <p><i>Ordinarily</i> the Board shall hold at least two meetings in an academic year, one in each semester. Notice of the meetings of the Board shall be issued at least 14 days before the date fixed for the meeting.</p>
<p>Minutes 7. The Chairman of the Board shall keep the Minutes of the meetings of the Board.</p>	<p>7. Minutes</p> <p>The Chairman of the Board shall keep the Minutes of the meetings of the Board.</p>
<p>Rules of Business 8. The rules of conduct of the meeting shall be as may be prescribed by regulations in this regard.</p>	<p>8. Rules of Business</p> <p>The rules of conduct of the <i>meetings</i> shall be as prescribed by <i>the relevant</i> regulations.</p>

5:1:1(6)

Proposed Amendment to RC-23 in approved vide the AC Resolution No:AC:86:2011:2:(v)

Existing	Proposed																												
<p style="text-align: right;">RC-23</p> <p style="text-align: center;">Regulations on M.Phil. and Ph.D. Programmes <i>Under Ordinance OC-4 and OC-5</i></p>	<p style="text-align: right;">RC-23</p> <p style="text-align: center;">Regulations on M.Phil. and Ph.D. Programmes <i>Under Ordinance OC-4 and OC-5</i></p>																												
<p>Title 1. This Regulation shall be called "Regulations on M.Phil. and Ph.D. Programmes"</p>	<p>No change</p>																												
<p>Admission 2.</p> <p>i. The admission process shall be completed by dates stipulated in the University Calendar (Ordinance OC-15).</p> <p>ii. The University may conduct a centralised admission (written) test on a single date conducted by heads of respective department/ centre under supervision of the Deans of concerned schools, followed by a personal interview to be conducted by respective department/ centre, constituting of the Heads as Chairpersons and teachers as members.</p> <p>iii. The question papers for the written test will be provided by the department/ centre to the Dean, two weeks ahead of the date for the test fixed each year.</p> <p>iv. The assessment of written test and personal interview marks/ grades will be prepared by an Admission Committee of respective departments/ centres for the purpose constituting of no less than three teachers chaired by the Head.</p> <p>v. The final marks of each of the candidates will be calculated out of 100 marks with following distribution:</p> <table border="0"> <tr> <td>(a) Performance in Masters Degree:</td> <td style="text-align: right;">40%</td> </tr> <tr> <td>(b) NET/GATE/SLET/M.Phil.:</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>(c) Written test:</td> <td style="text-align: right;">25%</td> </tr> <tr> <td>(d) Performance in Personal Interview</td> <td style="text-align: right;">25%</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">100%</td> </tr> </table> <p>Note: The calculation of the final score will be as the following: e.g. (a) Overall percentage obtained in M.Sc. is 72%= 72/100 x 40=28.8; +(b) SLET=10; +(c) 65%=65/100x25=16.25; +(d)=18/25, Total=73.05.</p> <p>vi. The Admission Committee shall complete the evaluation and submit the merit list of the candidates to the Dean within 5 working days following the written test.</p>	(a) Performance in Masters Degree:	40%	(b) NET/GATE/SLET/M.Phil.:	10%	(c) Written test:	25%	(d) Performance in Personal Interview	25%	Total	100%	<p>2. Admission</p> <p>i. The admission process shall be completed by dates stipulated in the University Calendar (Ordinance OC-15).</p> <p>ii. There shall be a written admission test to be conducted by the Head of respective department/ centre under supervision of the Dean of concerned school, followed by a personal interview. The Interview Board shall comprise of the Head as Chairperson and teachers eligible for supervision as members.</p> <p>iii. A candidate who has obtained M.Phil. degree of this University in accordance with UGC (Minimum standards and procedure for awards of M.Phil./Ph.D. degree) Regulation, 2009, shall not be required to undertake the written test under clause (ii) above. No such exemption shall be admissible to M.Phil. degree holders of any other University, or those who have not obtained their M.Phil. degree in accordance with the UGC Regulation as above.</p> <p>iv. The question papers for the written test will be provided by the department/ centre to the Dean, two weeks ahead of the date for the test fixed each year.</p> <p>v. The Admission Committee of respective department/ centre, constituted for the purpose with not less than three teachers including the Head as Chairman, shall prepare a Merit list of all candidates in the manner prescribed as under.</p> <p>vi. The merit score of each candidate shall be calculated out of 100 marks with following weightage:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Direct</th> <th style="text-align: center;">M.Phil. Clause (iii)</th> </tr> </thead> <tbody> <tr> <td>(a) Performance in Masters Degree</td> <td style="text-align: center;">40%</td> <td style="text-align: center;">40%</td> </tr> <tr> <td>(b) NET/GATE/SLET/M.Phil.:</td> <td style="text-align: center;">10%</td> <td style="text-align: center;">10%</td> </tr> <tr> <td>(c) Written test:</td> <td style="text-align: center;">25%</td> <td style="text-align: center;">25%</td> </tr> <tr> <td>(d) Performance in Personal Interview</td> <td style="text-align: center;">25%</td> <td style="text-align: center;">25%</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table> <p>Note: For example the calculation of the merit score for direct candidates is as follows: percentage of Masters score x 0.4 + SLET/NET=10; + percentage in written test x 0.25;+ percentage in interview x 0.25.*For candidates with M.Phil. degree, percentage of marks obtained in the course work shall be used in place of written test.</p> <p>vii. The Admission Committee shall complete the process and submit the combined merit list of the candidates to the Dean within 5 working days following the written test.</p>		Direct	M.Phil. Clause (iii)	(a) Performance in Masters Degree	40%	40%	(b) NET/GATE/SLET/M.Phil.:	10%	10%	(c) Written test:	25%	25%	(d) Performance in Personal Interview	25%	25%	Total	100%	100%
(a) Performance in Masters Degree:	40%																												
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(d) Performance in Personal Interview	25%	25%																											
Total	100%	100%																											
<p>Course work 3.</p>	<p>3. Course work</p>																												

- i. The syllabus for course work of the Ph.D. programme may be the same as for the M.Phil. course(s) which shall be prescribed by the department/ centre.
- ii. Candidate with M.Phil. or equivalent degree or having completed M.Phil. coursework with prescribed CGPA may be exempted from coursework requirement. Teachers of NEHU admitted to the Ph.D. programme shall be exempted from coursework requirement. However, if they wish, they may be allowed to participate in the coursework.
- iii. The candidates shall complete 3 (three papers) with 4 credits each as follows:
 - (a) One paper on Research Methodology
 - (b) Two papers as prescribed by the department/centre including electives, if any.
- iv.
- v. If the Schools of Studies so desire, the papers on Research Methodology and/or Laboratory Techniques may be offered as School Level papers. However, the paper(s) is/are to be prescribed by a particular Department/Centre of the School. Such a paper may be jointly serviced by teachers from other departments/centres of the School.
- vi. The distribution of weightage on continuous assessment and the end-semester examination shall be 25:75.
- vii. The evaluation of the papers shall be on UGC-7 point scale as follows:

Grade	Grade Point	Percentage Equivalent
'O'=Outstanding	5.50-6.00	75-100
'A'=Very Good	4.50-5.49	65-74
'B'=Good	3.50-4.49	55-64
'C'=Average	2.50-3.49	45-54
'D'=Below Average	1.50-2.49	35-44
'E'=Poor	0.50-1.49	25-34
'F'=Fail	0.0-0.49	0-24

(Vide UGC Guidelines of March 2000, (2.13))

- viii. Cumulative Grade Point Average (CGPA) is defined as follows:

$$CGPA = \frac{1}{m} \sum_{i=1}^n P_i C_i$$

Where, P_i is grade point achieved in the i^{th} Paper, n is the total number of papers, C_i is the credits on i^{th} paper, m is the total credits on the course.

- ix. A minimum of 75% attendance is compulsory for the students for the coursework with a provision of condonation in attendance to a maximum of 10% on exceptional grounds to be recommended by the Department/Centre and approved by the Dean of the School concerned.

Submission 4.

The following documents shall be required by the candidate during the submission of M.Phil./Ph.D. thesis:

- (a) 4 hard-bound copies of the thesis in case of Ph.D. and 3 hard bound copies in case of

- i. The syllabus for course work of the Ph.D. programme may be the same as for the M.Phil. course(s) which shall be prescribed by the department/ centre.
- ii. Candidate with M.Phil. or equivalent degree or having completed M.Phil. coursework with prescribed CGPA may be exempted from coursework requirement. Teachers of NEHU admitted to the Ph.D. programme shall be exempted from coursework requirement. However, if they wish, they may be allowed to participate in the coursework.
- iii. The candidates shall complete 3 (three papers) with 4 credits each as follows:
 - (a) One paper on Research Methodology
 - (b) Two papers as prescribed by the department/centre including electives, if any.
- iv. If the Schools of Studies so desire, the papers on Research Methodology and/or Laboratory Techniques may be offered as School Level papers. However, the paper(s) is/are to be prescribed by a particular Department/Centre of the School. Such a paper may be jointly serviced by teachers from other departments/centres of the School.
- v. The distribution of weightage on continuous assessment and the end-semester examination shall be 25:75.
- vi. The evaluation of the papers shall be on UGC-7 point scale as follows:

Grade	Grade Point	Percentage Equivalent
'O'=Outstanding	5.50-6.00	75%-100%
'A'=Very Good	4.50-5.49	65%-<75%
'B'=Good	3.50-4.49	55%-<65%
'C'=Average	2.50-3.49	45%-<55%
'D'=Below Average	1.50-2.49	35%-<45%
'E'=Poor	0.50-1.49	25%-<35%
'F'=Fail	0.0-0.49	0%-<25%

Where < means less than.

- vii. Grade points shall be awarded in the manner described under clause 17 of OC-7. Cumulative Grade Point Average (CGPA) shall be awarded on the basis of the final percentage of marks secured by the candidate in accordance with clause vi above.

- viii. A minimum of 75% attendance is compulsory for the students for the coursework with a provision of condonation in attendance to a maximum of 10% on exceptional grounds to be recommended by the Department/Centre and approved by the Dean of the School concerned.

4. Submission

The following documents shall be **submitted** by the candidate **along with the** M.Phil./Ph.D. thesis:

- (a) **Four** hard-bound copies of the thesis in case of Ph.D. and 3 hard bound copies in case of M.Phil., as the case may be in the prescribed

<p>M.Phil., as the case may be in the prescribed format of the University duly signed by Supervisor(s) and forwarded by the Head of the department/centre concerned;</p> <p>(b) An equal number of copies of abstract of the thesis not exceeding 5000 words with a one-page CV of the candidate;</p> <p>(c) A soft copy of the thesis in MS-Word format in CD Read-only format;</p> <p>(d) Clearance of Tution Fee, Examination Fee and other fees payable by the candidate;</p> <p>(e) In case of a teacher of the University, the fee payable shall be only Examination Fee;</p> <p>(f) Hostel clearance certificate from Dean of Students' Welfare;</p> <p>(g) Library clearance from the University Central Library and the department/centre library, if any;</p> <p>(h) Laboratory and stores clearance from department/centre duly countersigned by the supervisor and HoD of the concerned department/centre; and</p> <p>(i) Financial clearance from NEHU Finance.</p>	<p>format of the University duly signed by Supervisor(s) and forwarded by the Head of the department/centre concerned;</p> <p>(b) An equal number of copies of abstract of the thesis not exceeding 5000 words with a one-page CV of the candidate;</p> <p>(c) A soft copy of the thesis in MS-Word format in CD Read-only format;</p> <p>(d) Clearance of Tution Fee, Examination Fee and other fees payable by the candidate;</p> <p>(e) In case of a teacher of the University, the fee payable shall be only Examination Fee;</p> <p>(f) Hostel clearance certificate from Dean of Students' Welfare;</p> <p>(g) Library clearance from the University Central Library and the department/centre library, if any;</p> <p>(h) Laboratory and stores clearance from department/centre duly countersigned by the supervisor and Head of the concerned department/centre; and</p> <p>(i) Financial clearance from NEHU Finance Section.</p>
<p>Re-Submission 5.</p> <p>If, an M.Phil/ Ph.D candidate is asked to resubmit the thesis/dissertation with suggested modifications, s/he shall resubmit the dissertation/thesis within a maximum of 6 months (2 months, in case of M.Phil) from the date of letter of re-submission of dissertation/ thesis from the Controllor of examination. The candidate must fulfil the conditions laid down in 4 (a) & (c) of this Regulations, failing which the candidate shall be deemed to have forfeited her/ his rights for evaluation and award of the degree.</p>	<p>No change</p>
<p>Evaluation 6.</p> <p>i. After submission of the thesis with necessary documents submitted as per 4.i, the process of evaluation shall commence immediately.</p> <p>ii. The thesis shall be despatched to the examiners (external and internal) within 2 months of submission of the thesis.</p> <p>iii. The examiner(s) shall be given two months in case of Ph.D. and one month in case of M.Phil. thesis for evaluation and one month more, if such a request is received from the examiner. If the examiner fails to submit the evaluation report and other such documents within stipulated time, the appointment of the said examiner(s) may be cancelled with due intimation and another examiner(s) may be appointed from the panel approved for the purpose within two weeks of cancellation.</p> <p>iv. It shall be the duty of the Controllor of Examinations to see that in case of M.Phil. the final result of the candidate is announced no later than 6 months from the date of submission of the thesis and in case of Ph.D. candidate, 12 months from the date of submission of the thesis.</p> <p>v. If the Controllor of Examinations is unable to declare the results of the candidate within the stipulated time, for reasons beyond control of the concerned office, the University may refund the examination fee to the candidate.</p> <p>vi. In such cases, the Controllor of Examinations shall enquire into the matter and if it is found that the delay caused due to negligence on part of concerned functionary (ies) of the University,</p>	<p>6. Evaluation</p> <p>i. After submission of the thesis with necessary documents submitted as per clause 4 above, the process of evaluation shall commence immediately.</p> <p>ii. The thesis shall be despatched to the examiners (external and internal) within 2 months of submission of the thesis.</p> <p>iii. The examiner(s) shall submit evaluation report within two months of receipt of the thesis in case of Ph.D. and within one month of receipt of thesis in case of M.Phil. degree. An extension of one more month for evaluation may be allowed on receipt of such a request from the examiner. If the examiner fails to submit the evaluation report and other such documents within stipulated time, the appointment of the said examiner(s) may be cancelled with due intimation and another/ other examiner(s) may be appointed from the panel approved for the purpose within two weeks of cancellation.</p> <p>iv. It shall be the duty of the Controllor of Examinations to see that in case of M.Phil. degree the final result of the candidate is announced no later than 6 months from the date of submission of the thesis and in case of Ph.D. degree, no later than 12 months from the date of submission of the thesis.</p> <p>v. If the Controllor of Examinations is unable to declare the result of the candidate within the stipulated time, for reasons beyond control of the concerned office, the University may refund the examination fee to the candidate.</p>

5:1:1(9)

<p>appropriate administrative action on such employees including recovery of examination fee refunded to the candidate, shall be made good from the said functionary.</p>	<p>vi. In such cases, the Controller of Examinations shall enquire into the matter and if it is found that the delay was caused due to negligence on part of concerned functionary (ies) of the University, appropriate administrative action on such employees shall be taken, including recovery of examination fee refunded to the candidate from such employee(s).</p>
<p>Viva-Voce Examination 7.</p> <p>i. The abstract of the thesis shall be posted on the University website along with the venue, date and time of the 'open defence' of the candidate at least one week ahead of the defence.</p> <p>ii. During the viva-voce examination, the candidate may be asked for a formal presentation of the objectives, methods and findings of the thesis within 60 minutes. The external examiner and the supervisor may seek clarifications on the work done by the candidate, including queries by the second external examiner. Thereafter only, the discussion shall be open to others in the audience. There shall be no cross-examination by the audience. It shall be a formal presentation, chaired by the Supervisor who shall have powers to conduct the meeting in the best tradition possible.</p>	<p>i. No change</p>
<p>Award 8.</p> <p>i. Upon award of the degree of Ph.D., the soft-copy of final version of the thesis shall be submitted by the candidate through the supervisor within 30 days of award to the University Central Library for Depository services/ uploading on the University Website as well as on Inlibnet.</p> <p>ii. After the award, the CoE shall provide a copy of the comments of the examiners to the candidate so that the candidate, if so desires, improves upon the thesis for the purposes of publication if any.</p> <p>iii. If, the examiners are unanimous that the thesis is important enough to be published, the candidate can submit the same if she/ he wishes to the NEHU Publication Unit (OG-1) for purposes of publication as a research monograph of the University. The Copyright in such cases shall vest with the author and the University jointly. The author shall be entitled to royalty on the publication as per rules of the University on such matters.</p>	<p>No change</p>

5:5:1(1)

5:5: - Examination Matters:

- (i) Panel of Examiners for Ph.D/M.Phil candidates.

The Academic Council in its 87th meeting held on 28th March, 2012 vide Resolution No:AC:87:2012:5:5:(i), considered and approved the Panel of Examiners of Ph.D/M.Phil in respect of the following candidates:

<u>Name of the candidate</u>	<u>Department</u>	<u>Degree</u>
1. Md. Rumum Rohman	Chemistry	Ph.D
2. Mr.Anup Paul	Chemistry	Ph.D.
3. Mr. Venkateswara Rao Anna	Chemistry	Ph.D.
4. Mr. Mantu Rajbangshi	Chemistry	Ph.D.

The matter is placed before the Council for consideration.

5:5:2(1)

(ii) Panel of Paper Setters/Examiners.

The Academic Council in its 87th meeting held on 28th March, 2012 vide Resolution No:AC:87:2012:5:5:(ii), considered and approved the Panel of Paper Setters /Examiners for B.Sc. Physics Pass & Honours Course)

The matter is placed before the Council for consideration.

5:5:3(1)

(iii) Panel of Examiners for Ph.D candidate.

The Academic Council in its 87th meeting held on 28th March, 2012 vide Resolution No:AC:87:2012:5:5:(iii), considered and approved the Panel of Examiners for Ms. Sophidabha Nongbri, Ph.D candidate.

The matter is placed before the Council for consideration.

5:8:1(1)

5:8: - Others:

(i) Minutes of the meeting of the Institutional Biosafety Committee.

Prof. N.K.Chrungoo, Member-Secretary, Institutional Biosafety Committee has forwarded a copy of the minutes and the Standard Operating Procedure for BSL 2 Laboratories placed at Annexure 'A' & 'B' respectively.

The matter is placed before the Council for consideration.

S: 8:1(2)

ANNEXURE - A



North Eastern Hill University

UGC-Centre for Advanced Studies in Botany
Department of Botany, School of Life Sciences
Shillong-793022 (India)

Prof. Nikhil Kumar Chrungoo
Member Secretary, IBSC

Tel. (work): ++91 364 27 22211
(home): ++91 364 255 1440
FAX : ++91 364 255 0180
Email: nchrungoo@nehu.ac.in

No. F.67/Biosafety/2006-07/24
April 25, 2012

The Vice Chancellor
North Eastern Hill University
Shillong

Sir,

I am enclosing herewith a copy of the minutes of the meeting of the Institutional Biosafety committee held on March 12, 2012 and the Standard Operating Procedures for BSL 2 laboratories approved in this meeting. Since the implementation of the SOP would require approval of the University, it is requested that the same may be put up as an agenda item in the next meeting of the University Executive Council for its consideration.

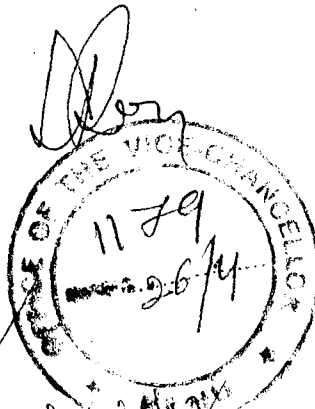
Thanking you

Yours faithfully

(N. K. Chrungoo)

Reg. for Agenda in next EC
25/4/12

DA (Conference)



396
26/4/12

118
27/4/12

27/4

(Signature)

27/4/12
Prof. P...
M.

Minutes of the meeting of the Institutional Biosafety Committee held on March 12, 2012

A meeting of the Institutional Biosafety Committee of North Eastern Hill University, Shillong was held on March 12, 2012 at 2.30 P.M. in the conference room of the school of Life sciences, NEHU, Shillong.

Members present:

Prof. A. K. Mishra, Dept. of Botany, NEHU	Chairman
Dr. A. Patnaik, ICAR Complex for NEH region,	member (DBT nominee)
Prof. B. B. P. Gupta, Dept. of Zoology, NEHU	member
Prof. R. N. Sharan, Dept. of Biochemistry, NEHU	member
Dr. M. K. Sahoo, Dept. of Chemistry, NEHU	member
Prof. N. K. Chrungoo, Dept. of Botany, NEHU	member secretary

The chairman welcomed the members to the meeting.

The members were informed about the regret letter received from Dr. Vanda Raphael, Head, Dept. of Pathology, NEIGRIHMS, Shillong.

The minutes of the IBSC meeting held on March 1, 2011 were confirmed and the members were informed of the action taken on the decisions of the IBSC meeting held on March 11, 2011.

The committee discussed the information received from different Departments of the School of Life Sciences on the research programs of different laboratories and the infrastructure available in the laboratories for purposes of classification of the laboratories as per Biosafety norms. While appreciating the cooperation received from the Departments in this regard it was decided that the departments be requested to furnish the information on the consolidated format. The departments may be requested to provide the required information within a fortnight.

It was also decided that the composition of the IBSC may be uploaded on the official home page of the University.

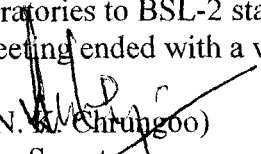
Prof. R. N. Sharan presented the report on the current status on installation of an incinerator for the School of Life Sciences for disposal of Biological wastes.


The committee discussed the draft SOP for BSL 2 laboratory prepared by the committee comprising of Prof. R. Sharma, Prof. A. Chatterjee and Prof. N. K. Chrungoo and approved the same with minor modifications. It was decided that the SOP may be sent to the Vice Chancellor for consideration by the University Executive council and subsequent implementation.

The member Secretary informed the committee about the note written to the Vice Chancellor for reconstitution of the committee and the noting of the Vice Chancellor on the same. The committee noted the same. The member Secretary also informed the committee about the letter received from DBT seeking brief CVs of the members of the committee. It was decided that the members would provide the same at the earliest for onward transmission to DBT, New Delhi.

The committee observed that in view of the adoption of SOP for BSL-2 laboratories and the guidelines of DBT for manufacture, use, import, export and storage of hazardous microorganisms, genetically engineered organisms or cells (1989) as well as the Recombinant DNA safety guidelines of GOI (1990) there is a need to upgrade the infrastructure in certain laboratories to bring them to BSL level-2 standards. In view of this the University may initiate appropriate action to upgrade the infrastructure of laboratories to BSL-2 standards.

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


(Prof. N. K. Chrungoo)
Member Secretary


(Prof. A. K. Misra)
Chairman

5:81(4)

**North Eastern Hill University
Shillong
Standard Operating Procedures Manual
Biosafety Level-2 Laboratory**

This Standard operating procedure would apply to all research staff, hosted visitors and guests, volunteers, building staff, and service staff who enter the laboratory.

5:8:1(5)

Institutional Biosafety Committee (IBSC)
North-Eastern Hill University
Shillong -793022

Standard Operating Procedures (SOP) for overseeing the biosafety aspects of R&D activities being carried out in the University and implementation of rules for manufacture, use, import, export, storage and disposal of hazardous microorganisms/ hazardous wastes/genetically engineered organisms/cells, pathogenic fungi/bacteria/viruses

1. OBJECTIVE:

The objective of this SOP is to contribute to the effective functioning of the Institutional Biosafety Committee (IBSC) for overseeing the biosafety aspects of R&D activities being carried out in the University and implementation of rules for manufacture, use, import, export, storage and disposal of hazardous microorganisms/ hazardous wastes/genetically engineered organisms/cells, pathogenic fungi/bacteria/viruses as per GOI guidelines under the Environment (Protection) Act, 1986 (29 of 1986)

2. ROLE OF IBSC:

- I. To receive, examine and approve proposals involving r-DNA work; to ensure adherence of r-DNA Safety Guidelines (1990) of Government; inspection of containment facilities at R&D and production units and to inform the Review Committee on Genetic Manipulation (RCGM) about the facilities;
- II. To prepare emergency plan according to guidelines;
- III. To approve experiments utilizing the organisms and genetic elements from Risk Group-I* and II* organisms up to laboratory fermentation 20 ltrs capacity with intimation to RCGM; for using organisms falling in Risk Group III* & above, recommend to RCGM for approval to conduct laboratory studies;
- IV. To recommend for import/ exchange of genetically modified organisms (GMOs)/Transgenic seeds, vectors, gene constructs, plasmids, etc., for research purposes;
- V. To examine the description of the target gene and source; nucleotide sequence and amino acid sequence of target gene and the target protein; the composition of the vector used; schematic diagram of the expression cassette; restriction map of vector indicating the location of the target gene; cloning strategy; description of the host cell line including genera and species; risks involved in handling of cell line; methods of maintenance of cell line; classification of the host cell line as per the Recombinant DNA safety guidelines (1990), Department of Biotechnology, Ministry of Science & Technology, Govt. of India.
- VI. To approve category I & II experiments, as per the Guidelines 1998 of DBT, up to green house level with intimation to RCGM in category III & above experiments, RCGM to approve conduct laboratory & green house studies. To recommend all open field experiments in any of the categories for any purpose (biosafety studies, seed increase experiments, agronomic studies, etc) for the approval of RCGM.
- VII. To examine protocols for toxicity/allergenicity studies as per national and international guidelines and their recommendations to RCGM

*detailed as per Recombinant DNA safety guidelines (1990), Department of Biotechnology, Ministry of Science & Technology, Govt. of India.

5:8:1(6)

3. COMPOSITION OF IBSC (as per DBT, Ministry of Science & Technology, Govt. of India norms):

- I. Head of the Institution or his/her nominee Chairman
- II. Three or more scientists/faculty members of the Institution engaged in rDNA work or molecular Biology out of whom one member shall be nominated as the member secretary.
- III. An outside expert in the relevant discipline
- IV. A member with medical qualifications
- V. A nominee of DBT

4. SCHEDULE OF MEETINGS:

IBSC shall hold its meetings as and when required but at least twice a year

1. GENERAL SAFETY AND TRAINING FOR THE BSL2 LABORATORY

A. Required Training:

The Laboratory Incharge will provide information and arrange for training at the time of an individual's initial assignment to the lab.

B. Administrative Procedures:

- I. It would be the responsibility of each employee to carefully consider every action taken in the BSL2 laboratory and its potential impact on possible exposure or contamination, and to follow established Standard Operating Procedures (SOP) and protocols diligently and without variance.
- II. Each laboratory is to have a floor diagram indicating the position of various equipment, locations of sinks, eyewash, safety showers, fire extinguisher, exits, communication systems etc
- III. No animals or minors (persons under the age of 18), or immuno-compromised persons should be allowed to enter the laboratory at any time.

C. General safety precautions:

- I. All users should wear proper personal protective equipment including a laboratory coat, gloves and goggles. These items would minimize contact of samples with the skin and the eyes. Perspex goggles, especially for those who do not wear spectacles, would also serve to protect the user's eyes from accidental exposure to ultraviolet irradiation.
- II. Never touch door handles or telephone receivers with gloved hands. These are surfaces that are commonly handled without gloves and come into contact with the unprotected face. As such, contamination of these surfaces pose a danger to unwary users. Gloves must always be assumed to be contaminated with biological material. As such handling door handles and telephone receivers is always assumed to contaminate these items.
- III. Clothing should extend to the ankles to protect the lower limbs. This is to ensure that any sample or liquid spill will not come into direct contact with the skin of the lower limbs.
- IV. No cloth or open-toed footwear should be used in the laboratory. Similarly, footwear serves as a barrier to direct contact of contaminants with the skin. However, to be effective the footwear should completely encase the feet. Sandals and slippers should never be used in this facility. Shoes made of cloth are also not effective barriers, as liquid spills could easily soak through the material. Leather or polyester shoes are most appropriate.
- V. Be sure to wash your hands thoroughly before leaving the facility. Always assume that the hands have come into contact with samples, even when handling them with gloves. In order to protect

the users, as well as to prevent the exit of contaminants, everybody exiting the cell culture facility must first wash their hands using the proper hand washing technique.

- VI. No researcher/ worker/ scientist should consume any food or drink inside the laboratory. Since the samples handled in the facility are potentially dangerous, ingestion of food and drink will increase the danger of toxins entering one's system.

D. Safety precautions for working at BSL-2:

- I. Always use aseptic technique when handling biological samples. Proper aseptic technique ensures that contamination of clean surfaces is minimized if not eliminated altogether. The use of this technique not only protects your sample from contamination, it also confines and prevents your sample from contaminating the environment.
- II. Mouth pipetting is prohibited; mechanical pipetting devices are to be used at all times.
- III. Eye protection should be worn when handling infectious organisms or chemicals.
- IV. Using the biosafety cabinets for work that could potentially generate aerosols, such as fluid dispensing using a pipette, would minimise the contamination of the environment with these aerosols. However, for this to be effective, proper use of the biosafety cabinet must be ensured.
- V. All the personnel working in BSL2 laboratories must be immunized against common pathogens.
- VI. Any incidents involving a sample spillage or an injury must be reported as soon as possible to facilitate treatment. This is for reasons of safety, not punishment. Contamination of the environment poses a real hazard to other users who might not be aware of the contamination, or who might not be competent in managing such incidents. Getting help immediately would ensure that the contamination is contained and treated. Also, any injury would be attended to immediately.
- VII. All biohazard wastes must be double-bagged and autoclaved prior to disposal. No biohazard bag containing the biohazard wastes should be taken out of the cell culture facility prior to autoclaving.
- VIII. All cells lines/microorganisms/ cultures etc. in the laboratory must be documented. This is to allow an accurate inventory of all cellular materials used in the facility.
- IX. Hand washing with proper detergents is essential after removal of gloves and before leaving laboratory.

E. Containment Requirements

Within laboratory:

- I. All work should be done within the operationally effective zone of the biological safety cabinet. The interior of the hood should be cleaned periodically.
- II. Wear a protective outerwear on entering the lab to begin work.
- III. Preparation of primary containers of agent stock solutions and manipulations of primary containers of agents should be conducted in a biological safety cabinet.
- IV. When vacuum lines are used with systems containing biological/ hazardous agents, these must be protected with in-line filters and a liquid trap containing bleach. **NOTE: No biological agent-containing material/hazardous chemical should be allowed into the drain of a sink unless the material has been properly decontaminated/treated with bleach.**
- V. Before exiting the laboratory be sure that all required documentation has been completed, the hood and work area are clean, all contaminated waste materials are disposed of properly, and stocks have been returned to the proper storage area.

F. Waste disposal

Owing to the hazardous nature of the materials used, special methods of disposal must be employed for biological wastes/ hazardous chemical wastes generated in BSL-2 laboratories. This would be in addition to the normal means of disposing non-biohazardous materials.

Basic disposal protocol - General:

- I. Each laboratory is to have a waste bin for regular disposal of solid non-biohazardous wastes
- II. Do not discard biohazardous wastes into the regular bins or the sink.
- III. Syringe needles must only be discarded in the sharps disposal bins.
- IV. Broken glass should not be handled manually, but should be collected using a broom and dustpan, and then disposed of in the glass disposal box.

Basic disposal protocol - Biological:

- I. All biohazardous wastes should be treated chemically or by autoclaving in order to minimize their hazardous nature prior to disposal.
- II. Users should bear in mind, however, that although chemical treatment and autoclaving are very effective methods of destroying pathogens, there is a possibility although slight, that chemical-, or heat- and high-pressure-resistant pathogens might survive these processes and still pose a threat.
- III. Liquid biohazardous wastes must be treated overnight with 10% (v/v) bleach before disposal into a labeled collector bottle. Do not discard into the sink.
- IV. All solid biohazardous wastes must be disposed of into the biohazard bins only. Do not discard into the regular waste bins.
- V. All biohazard bins must be lined with biohazard bags when in use.
- VI. Biohazardous wastes, even when in biohazard bags, should never be brought out of the facility until they are autoclaved. All biohazard bags should be enclosed in an additional biohazard bag before being autoclaved.
- VII. All autoclaved waste must be discarded into the collector bins provided for final disposal.

G. Specimen Transport

Transport of biological materials to another building or lab within the same building should be done in a covered container. If the samples are infectious, use a secondary container and label it with the contents and a contact person/phone number.

H. Accident management

- I. As with all accidents the foremost concern is to ensure that safety to all users is preserved.
- II. The personnel working in BSL-2 laboratory must immediately notify the laboratory manager or PI in case of an accident, injury, illness, or overt exposure associated with laboratory activities.
- III. Once all users have been brought to safety, the next concern would be to prevent the threat from spreading from the site of the accident. This might necessitate the containment of spills or leaks. Apply paper towels to absorb the spill, and then soak paper towels with appropriate disinfectant. For spills outside the biosafety hood, alert others in the area. Use N95 mask if there is a possibility of harmful aerosols.
- IV. Once the spread of the spilled biohazardous material is stopped or retarded, one may proceed to remove them and treat the contaminated surfaces.

5: 8:1 (9)

I. Basic decontamination protocol:

- I. Make sure to put up clear warning signs to others to keep clear of the contaminated area until decontamination is completed.
- II. In case of a solid sample spill, double-glove your hands and dispose of the contaminant, along with the outer-most pair of gloves into the biohazard bin.
- III. Disinfect the contaminated surface with 10% bleach for 30 mins. Wipe away the bleach, then disinfect with 70% ethanol for 30 mins. Dispose of all wiping towels, along with the second pair of gloves, in the biohazard bin.
- IV. In case of liquid spills, prevent spread of the liquid first and foremost. With double-gloved hands, use either a spill kit sponge pad or wad of paper towels to surround the liquid. Proceed to soak up the main body of the spill with paper towels or sprinkle with crystallising agent before disposing the outermost pair of gloves, into the biohazard bin. In case of contamination of clothing remove all contaminated clothing and apply emergency shower. In case of a minor contamination, wash the area thoroughly with soap and rinse in the sink.
- V. All incidents of contamination to be reported to IBSC.

J. Application Procedures:

- I. All applications for IBSC clearance should be submitted in the prescribed form to the member Secretary, IBSC, NEHU, Shillong
- II. The member secretary shall communicate the date of the meeting of the IBSC to the applicant, who may be expected to give clarifications to the Committee, if necessary.
- III. The decision of IBSC shall be communicated to the applicant(s) in writing.

5:8:1 (10)

Application Form for Clearance of Research Project by IBSC

1. (a) Name of the Principal Investigator with designation:
(b) Name(s) of the Co-investigator(s) with designation(s):
2. Name of the Department/Centre where research will be conducted:
3. Biosafety level assigned by IBSC to the laboratory of the Investigator:
4. Whether the research programme involves working with/ use/ manufacture/ import, export/ storage of hazardous microorganisms/genetically engineered organisms/cells, pathogenic fungi/bacteria/viruses.
5. Whether the
 - a. laboratory is separated from the general traffic patterns in the building:
 - b. the laboratory personnel are trained in handling pathogenic agents/ hazardous materials:
 - c. access to the laboratory is limited when work is being conducted:
 - d. decontamination facilities are available in the laboratory or not:
 - e. the laboratory has a biosafety cabinet/ enclosed sterile work bench or not:
 - f. lab has Fume-hood or not:
6. Biological wastes generated in the laboratory and the methods of their disposal:
7. Spill and Accident Response Procedure in the laboratory:
8. Whether an air curtain is installed in the laboratory or not:
9. Whether the laboratory is displaying appropriate signage on door/ storage cabinets/ work area:
10. Laboratory safety items installed in the laboratory:
11. Whether the laboratory is equipped with storage cabinets for storing hazardous materials/ organisms:
12. Type of work surface available (granite top/ wooden top/ tiled top):
13. Whether regulatory clearances (other than IBSC of NEHU) required?
If 'Yes', enclose the Clearance Certificate:

I/we.....
, Department(s),
hereby declare that the statements given in this application are true to the best of my/our knowledge and belief, and agree to comply with the guidelines/decisions of IBSC, NEHU, Shillong as well as the ethical guidelines of relevant national agencies for conducting research on human samples / participants. I further declare that I would be responsible for ensuring operation of the Standard Operating Procedures for BSL-2 laboratory under my control.

Signature of Principal Investigator (PI)
Date:
Place:

Signature of Head(s) of the Department(s)
Date:
Place:

Signature of Co-investigator(s)
Date:
Place:

6:2:1(1)

6: - **ADMINISTRATIVE MATTERS:**

6:2: - **Appointment/Creation/Up-gradation of post/
Confirmation/Extension/Option/Transfer/Release
/Termination etc:**

(i) Confirmation cases in respect of Assistant Professors.

The Committee duly constituted as per the Executive Council resolution No:EC:146:2011:6:2:(xv) held on 24.5.2011 Prof. P.Shukla as Chairman , Prof. Juanita War and Prof.P.K.Gupta as member met on 26.4.2012 and scrutinized all the cases of confirmation placed before the Committee. The recommendation of the Committee for each cases may kindly be seen vide Annexure 'A'.

The matter is submitted before the Council for consideration.

51) C B:2:1(2)

ANNEXURE - 'A'

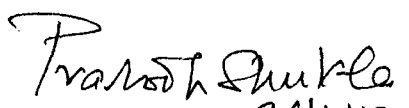
Minutes of the meeting of the Committee held on 26 April, 2012 in the Committee room, Administrative Building, NEHU to consider the cases of confirmation of teachers.


Pursuant to the Resolution No.EC:146:2011:6:2(xv) adopted by the Executive Council in its 146th meeting held on 24.05.2011 the Vice-Chancellor being the Chairman of the EC has nominated Prof. P.Shukla Sr. most Professor of Shillong Campus along with two members of the Council namely, Prof. Juanita War, Dean School of Humanities and Prof. P.K. Gupta, Dean School of Education to scrutinize all papers of confirmation cases.

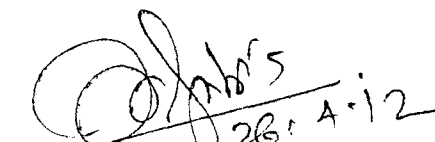
The Committee accordingly has scrutinized all the papers of confirmation cases placed before it and after through examination of the relevant papers the Committee resolved as follows:

1. The following incumbents, are recommended for confirmation from the dates as detailed below:

Sl.No.	Name	Designation	Department	Date of Joining	Dt. Of Confirmation
1.	Dr. S.C. Sahana	Assistant Professor	Information Technology	09.02.2010(FN)	09.02.2012(FN)
2.	Dr. Fadalizia Pyrtuh	Assistant Professor	Elect. & Comm. Engineering	22.01.2010(FN)	22.01.2012(FN)
3.	Dr. Sufal Das	Assistant Professor	Information Technology	05.02.2010(FN)	05.02.2012(FN)
4.	Dr. J. Swarnakar	Assistant Professor	Elect. & Comm. Engineering	15.02.2010(FN)	15.02.2012(FN)
5.	Smti. Preeti Gupta	Assistant Professor	Law	18.02.2010(FN)	18.02.2012(FN)
6.	Dr. S.G. Maji	Assistant Professor	Commerce	16.02.2010(FN)	16.02.2012(FN)
7.	Shri. A.U. Sharma	Assistant Professor	Philosophy	09.02.2010(FN)	09.02.2012(FN)
8.	Dr. Sudita Ghosh	Assistant professor	Anthropology	01.02.2010(FN)	01.02.2012(FN)
9.	Dr. Sangita Neog	Assistant Professor	Information Technology	04.01.2007(FN)	04.01.2009(FN)


(Prof. P. Shukla) 26/4/12
Sr. most Professor
NEHU, Shillong


(Prof. Juanita War) 26/4/12
Dean School of Humanities


(Prof. P.K. Gupta) 26/4/12
Dean School of Education

6:2:2(1)

(ii) Appointment of Registrar/OSD.

The recommendation of the Selection Committee for the post of Registrar was placed before the Council in its 150th meeting held on 30th March, 2012. Since, there was no candidate found suitable for the post, the Council adopted following resolution.

The Council resolved to appoint Shri Lambha Roy as Officer-on-Special Duty on contractual basis for a period of three months. The Council further resolved that a fresh advertisement be floated for Registrar/OSD. The Chairman was also authorized to look for a Registrar (on deputation) or an OSD.

Pursuant to the decision of the Council, Shri Lambha Roy has been appointed as Officer-on-Special Duty on contractual basis for a period of three months. He has assumed the charge on 17th April, 2012. The fresh advertisement for the post of Registrar is being floated.

Meanwhile, an application has been received from Shri K.L.Tariang, IAS, retired Secretary to the Govt. of Meghalaya for the post of Registrar. The letter dated 8th May, 2012 along with the bio-data received from Shri. Tariang is appended below vide Annexure –'A'.

The matter is placed before the Council for consideration.

Shri K.L.Tariang IAS(Retd)

Phone -03642503189

Upper Cleve Colony

Mobile -9436108931

Shillong 793003

E- mail -kyrtong@gmail.com

Dated Shillong The 8th May 2012.

Dear *Sir*

Understanding that there is a vacant post of Registrar of the University, I beg to offer myself as a candidate for the same . My Bio-data is as given in the attachment.

Yours *Sincerely*



(K.L Tariang)

To

The Vice Chancellor

North Eastern Hills University

Shillong.

6:2:2(3)

BIO-DATA OF SHRI K.L.TARIANG

Full Name- Shri Kyrtong Lang Tariang

Father's Name- (L) A.S Shylla

Address –Upper Cleve Colony

Tripura Castle Road

Shillong 793003

Date of Birth – 7th March 1952

Educational Qualification- BSc(Agri). Passed in 1973 from the Assam Agricultural University

Service Record –Served in the Soil and Water Conservation Department of Meghalaya immediately after graduation in different capacities and became the Head of the Department from 1994 till 2004. Was also Head of the State Conservation Training Institute , Byrnihat for five years prior to being made HOD.

Selected to the Indian Administrative Service by the Union Public Service Commission in mid 2004. Served as the Deputy Commissioner , West Khasi Hills District from September 2005 to December 2006. Was Secretary to the Government of Meghalaya in the following Departments;-

- Community and Rural Development
- Agriculture which includes Horticulture and Irrigation
- Fishery
- District Council Affairs
- Soil and Water Conservation
- Tourism
- Urban Affairs
- Social Welfare
- Labour

Was Managing Director, Meghalaya Tourism Development Corporation,

Mission Director, Meghalaya Water Harvesting Mission and also

Director, Census Operations Meghalaya under the Ministry of Home Affairs ,Government of India.

Was Election Observer in Andhra Pradesh and in Maharashtra in 2008.

Training:- Attended many Short Course Training Programmes, the last being the IAS Phase III Training at the Lal Bahadur Shastri National Academy of Administration, Mussoorie in 2008 which also include a training course at Duke University, USA.

Last salary drawn was in the Selection Grade of the IAS .The basic pay fixed is however higher than that of the Super Time Scale of the IAS because of length of service rendered.

6:2:2(4)

Assam Schedule III (Sec.1) , Form No.66

LAST PAY CERTIFICATE FOR GAZETTED OFFICERS

1. Last Pay Certificate of Shri K.L.Tariang, IAS Secretary to the Government of Meghalaya,,retiring on superannuation..

2. He has been paid upto the 31st March 2012 at the following rates per month

Pay	- ₹ 41650
Gr. Pay	- ₹ 8700
SDA	- ₹ 6294
Dearness Allowance	- ₹ 29203
HRA	- ₹ 10070
SCA	- ₹ 750
SA	- ₹ 12588
10 % Pay	- ₹ 5035

Audit No) 10(IAS pt V)

3.His GPFund Ac. No MEG/FOR/0047. Subscription @4000 pm maintained by the Accountant General Meghalaya Shillong

4.Recoveries are to be made from the pay of the Govt. servant as detailed on the reverse.

5.He has been paid leave salary as detailed below..Deductions have been made as noted on the reverse.

Period. _____ to _____ at ` _____

from _____ to _____ at ` _____

from _____ to _____ at ` _____

6.He/She is entitled to draw the following _____

7.He/She is entitled to joining time for _____ days.

8.His/Her finances the insurance policies detail below from the Provident Fund.

9.The details of the Income Tax recoverd from him upto the date from beginning of the renuar year are noted on the reverse

6'2:2(5)

Government of Meghalaya
Personnel & AR (A) Department.

Dated Shillong the 5th March, 2012

NOTIFICATION

No. PER. 63/IAS/KLT/226 - On attaining the age of superannuation, Shri K L Tariang, IAS, Secretary to the Government of Meghalaya, Labour Department, Urban Affairs Department, Mission Director, Rain Water Harvesting Mission and Director, Census Operations shall retire from Government service with effect from 31st March, 2012, (AN).

Sd/-

(L Diengdoh, IAS)

Secretary to the Govt. of Meghalaya,
Personnel & AR (A) Department.

Memo No. PER. 63/IAS/KLT/226 – A Dated Shillong the 5th March, 2012.

Copy for favour of information forwarded to :-

1. The Commissioner & Secretary to the Governor of Meghalaya, Shillong.
2. The Private Secretary to the Chief Minister, Meghalaya, Shillong.
3. The Private Secretary to the Deputy Chief Minister, Meghalaya.
4. The Private Secretary to the Ministers/Ministers of State, Meghalaya.
5. The Private Secretary to the Chief Secretary to the Govt. of Meghalaya, Shillong.
6. The Chief Secretary to the Govt. of Assam, Dispur, Guwahati- 781 006.
7. The Principal Secretary/Commissioner & Secretary _____ Department.
8. The Commissioner of Division for East and West Khasi Hills, Jaintia Hills and Ri-bhoi Districts, Shillong.
9. The Commissioner of Division for East, West and South Garo Hills Districts, Tura.
10. The Principal Resident Commissioner, Meghalaya House, 9-Aurangzeb Road, New Delhi-110011.
11. The Secretary, Meghalaya Legislative Assembly, Shillong.
12. The Advocate General, Meghalaya, Guwahati.
13. The Chairman, Meghalaya Public Service Commission, Shillong
14. The Accountant General (A&E), Meghalaya, Shillong – 793001.
15. The Under Secretary to the Govt. of India, Ministry of Personnel, P.G. & Pensions, Department of Personnel & Training, North Block, New Delhi 110001.
16. The Research Officer, Govt. of India, Ministry of Personnel, P.G. & Pensions, Department of Personnel & Training, (Career Management Division) North Block, New Delhi 110001.
17. The Director of Printing and Stationery, Meghalaya, Shillong for publication of the Notification in the Meghalaya Gazette.
18. All Deputy Commissioners / All Treasury Officers.
19. The Trade Adviser and Director of Movement, Govt. of Meghalaya, Meghalaya 120-Shanti Pally, Eastern Bypass Kolkata – 700042.
20. State Informatics Officer, N.I.C./Senior System Analyst, Shillong.
21. Secretariat Administration Department (Accounts/Nazarat) Personnel & A.R(B) Department/ Personnel & A.R (B) Department (A R. Cell)/ Law (A) & (B) Deptt./ Information. & Public Relation Deptt.
22. Officer concerned / Guard file / Personal file.

By order etc

(Dora Rynjah)

Under Secretary to the Govt. of Meghalaya,
Personnel & AR (A) Department

6.2.2(6)

DUKE UNIVERSITY



This is to certify that

KYRTONG LANG TARIANG

has successfully completed the

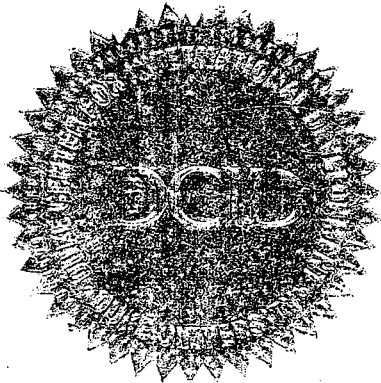
IAS PHASE III TRAINING

DUKE CENTER FOR INTERNATIONAL DEVELOPMENT
DUKE UNIVERSITY

JUNE 16 – AUGUST 8, 2008

In witness whereof these official signatures are hereto affixed.

Done at Durham, North Carolina, USA, this Eighth Day of August, 2008



Gangadhar P. Shukla

Gangadhar P. Shukla, Program Director
IAS Phase III Training

Graham Glenday

Graham Glenday, Program Director
IAS Phase III Training

6:3: - Leave/Deputation:

- (i) Study Leave in respect of Shri B.L.Dhanwar, Asstt.Professor, Department of Linguistics, NEHU, Shillong

Letter No. Nil dated 27/3/2012 from B.L. Dhanwar , Assistant Professor, Department of Linguistics request for grant of Study Leave for a period of five (5) months w.e.f. 1.8.2012 to 31.12.2012 to enable him to complete his Ph.D. research(copy of letter placed at Annexure-'A') It may be noted that Shri. B.L.Dhanwar joined the department of Linguistics on 20/12/2006 as Asstt . Professor . His date of birth is 7/4/1976 and date of retirement is on 30/4/2041.

The matter has been placed before the 5th Meeting of the School board of Humanities in its meeting held on 18th April, 2012 had approved/recommended the study leave.

The matter is placed before the Council for consideration.

6.3.1(2)

ANNEXURE-1A

**DEPARTMENT OF LINGUISTICS
NORTH-EASTERN HILL UNIVERSITY**

Email : bijoyld@gmail.com

Ph : 0364-2723316

To,

Dated : 27th Mar'12

**The Head
Department of Linguistics
North-Eastern Hill University
Shillong - 22**

Subject : Request for Study Leave

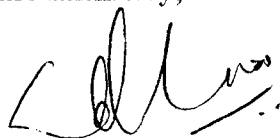
Dear Madam,

With due respects, I wish to draw your kind attention to my current position as an Asst. Professor in the Department of Linguistics, NEHU, Shillong and pursuing Ph.D. under the supervision of Prof. Juanita War. I joined as a faculty in Dec'2006 and subsequently registered for Ph.D. on Aug'2008. Though I have collected data on my area of research and done some preliminary analysis, I need to include discussions and explanations on various aspects of my work through comparison and contrast with researches done in other Tibeto-Burman languages in Northeast India. With regular teaching assignments, I have not been able to give ample time and focus on my Ph.D. research. Furthermore, my supervisor, Prof. Juanita War is to retire by 2013 for which I need to submit my Ph.D. before the end of 2012.

I, therefore, place my humble request to look into my case and grant me study leave during this crucial and last phase of my Ph.D. research from 1st Aug'2012 to 31st Dec'2012.

Thanking you in anticipation.


Yours faithfully,



**Bijoy L Dhanwar (Asst. Professor)
Department of Linguistics
North-Eastern Hill University
Shillong - 22**

Forwarded and highly recommended. Alternate arrangements will be made by the department for teaching his courses.

Application is to be placed in the school board.


29/3/12

**Head
Linguistics Department
North Eastern Hill University
Shillong - 793022.**

6:3:1(3)

**DEPARTMENT OF LINGUISTICS
NORTH-EASTERN HILL UNIVERSITY**

Email : bijoyld@gmail.com

Ph : 0364-2723316

To,

Dated : 21st Mar '12

**The Head
Department of Linguistics
North-Eastern Hill University
Shillong - 22**

Subject : Request for Study Leave

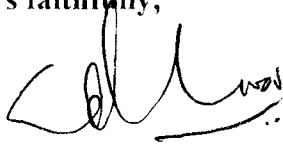
Dear Madam,

With due respects, I wish to draw your kind attention to my current position as an Asst. Professor in the Department of Linguistics, NEHU, Shillong and pursuing Ph.D. under the supervision of Prof. Juanita War. I joined as a faculty in Dec'2006 and subsequently registered for Ph.D. on Aug'2008. Though I have collected data on my area of research and done some preliminary analysis, I need to include discussions and explanations on various aspects of my work through comparison and contrast with researches done in other Tibeto-Burman languages in Northeast India. With regular teaching assignments, I have not been able to give ample time and focus on my Ph.D. research. Furthermore, my supervisor, Prof. Juanita War is to retire by 2013 for which I need to submit my Ph.D. before the end of 2012.

I, therefore, place my humble request to look into my case and grant me study leave during this crucial and last phase of my Ph.D. research from May'12 to Dec'12.

Thanking you in anticipation.

Yours faithfully,



21st Mar '12

**Bijoy L Dhanwar (Asst. Professor)
Department of Linguistics
North-Eastern Hill University
Shillong - 22**

Forwarded and highly recommended. Alternate arrangement will be made for teaching his courses.

J. Umataani
21/3/12

Head
Linguistics Department
North Eastern Hill University
Shillong - 793022.

BPGS:

Since the ~~next~~ school Board ~~is~~ will be held only on April 16 (after the EC meeting), the teacher is

requested to submit a leave application for August 1 - Dec 31, 2012 to the Head, J. Umataani

26/3/12

6:6: - **Service condition/Financial & Other benefits:**

- (i) Final Report of Departmental Enquiry Committee in respect of Dr.A.K. Kundu, Ex- Deputy Librarian,NEHU,Tura Campus and release of Retirement Gratuity – Reg.

Dr.A.K.Kundu, Deputy Librarian,NEHU,Tura Campus retired from the service of NEHU on superannuation w.e.f. 28.08.2010(AN). His Pension and other benefits were released by the University except Retirement Gratuity amounting to Rs.10 Lakhs which was withheld pending conclusion of Departmental proceeding initiated against Dr.Kundu and submission of final enquiry report by the Enquiry Committee as required under CCS(Pension) Rule 69(1)(c) and the Rule quoted as under:

“No gratuity shall be paid to the Government servant until the conclusion of the departmental or judicial proceedings and issue of final order thereon:

Provided that where departmental proceedings have been instituted under Rule 16 of the Central Civil Services(Classification, Control and Appeal) Rules,1965, for imposing any of the penalties specified in Clauses(i),(ii) and (iv) of Rule 11 of the said rules, the payment of gratuity shall be authorized to be paid to the Government servant.”

The Departmental Enquiry Committee as constituted by NEHU, Tura Campus has submitted its final report vide **ANNEXURE-A** and as per findings of the Committee, only an amount of Rs.53,360/- is to be realized from Dr.Kundu, which is payable to Publication Cell, NEHU.

Therefore,Rs.53,360/- is required to be deducted from the Retirement Gratuity and rest of the amount to be paid to Dr.A.K.Kundu.

The matter is placed before the Council for decision and consideration.

Final Report of the Departmental Enquiry Committee

A Departmental Enquiry Committee has been constituted by the Pro Vice Chancellor, NEHU, Tura Campus vide Notification No. TC/Admn/11/08-467 Dated 9th March, 2011 with following members:

- | | |
|--|--------------------------|
| a) Professor S C Srivastava, Dept. of RDAP | Chairman |
| b) Dr. J P Prodhani, Dept. of English | Member |
| c) Mr. A.K. Mondal, Prof. Asst. | Member (to assist only) |

The committee co-opted Mr. Angom Singh, Assistant Librarian, NEHU, Tura Campus, keeping in view that library records had to be accessed. The committee was given a specific mandate to enquire into the unpaid bills submitted by suppliers as per following details:

Sl. No. Name of the Firms	Letter/Bill Ref	Outstanding
1. M/S. Mittal Pub., New Delhi-110002	Letter dated 13/2/2010	Rs. 4,73,675.00
2. M/S N.R. Books Syndicate Delhi-110034	Letter No. NRBS/ACC 2009-10/399 dtd.11/2/2010	Rs. 6,49,036.00
3. M/S. HJ Book Agency New Delhi-10007	Letter No. HJBA/ACC 2009-10/859 dtd.11/2/2010	Rs. 5,45,241.00
4. M/S. International Periodical Suppliers, New Delhi-110048	Letter No. IPS/2006/116 dated 21/2/2007	Rs. 4,19,522.00
5. M/S. DVS Publishers Guwahati-781001	Dated 8/2/2010	Rs. 1,48,578.00
6. M/S. Nivedita Book Distributors	Dated 15/2/2010	Rs. 58,805.00

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Guwahati-781006

7. M/S.Oxford U.P Guwahati-781001	Dated Letter ref.200/GSR/ Dated 31/8/2007	Rs. 1,29,762.00
8. M/S. Eastern Book House Guwahati-781001	Dated 6/7/2009	Rs. 1,83,093.00
9. M/S. Bani Mandir Guwahati-781003	Letter No.BMG/02/03/48 Dated 24/2/2003	Rs. 1,18,195.00
10. M/S. Research Co. Book Centre	Letter No.dated 21/4/2008	Rs. 5,16,951.00
11. Today and Tomorrow Printers Publication, New Delhi	Letter No. TTPP/2010-11	Rs. 1,17,900/-
12.NEHU Publication Shillong	Letter No. Nill Dated 14/03/2011	Rs. 1,16,070/-

The Committee submitted its interim report on 02-09-2011. After a case by case enquiry the committee is placing its final findings and observations as below:

A) Mittal Publication

The Mittal Publication vide their letter dated 13.02.2010 claimed that an amount of Rs. 4,37,675/- was due to them on account of books supplied to NEHU. The enquiry committee looked into the matter that books worth Rs. 2,43,820/- were sent back to them through the ABC couriers as per following details-

- i. 515 32 dt.24-9-2007-3 pkts (enclosure 1)
- ii. 78195-dt.19-2-11-7 pkts (enclosure 2)

The list contained 198 titles with Multi Volumes worth Rs. 2,43,820/-. However, the suppliers did not intimate the receipt.

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A reminder bill was sent by the supplier (Nos. 1656-1671) were not received by the office. Moreover, no record of supply of the books (worth Rs. 2,16,078/-) were available with the office (library). In this regard letters sent to the firm by the Deputy Librarian (Dr. Kundu) were not replied by the firm. As per the record made available to the enquiry committee no bills are pending for payment to the Mittal Publications.

B) . DVS Publication- Guwahati

As per the letter of DVS Publishers dated 08.02.2010 an amount of Rs 1.48.578/- is due to them from NEHU. It was found by the enquiry committee that books worth Rs. 52459/- were shown as payment due since 15-03-2002 on account of books selected and supplied in an exhibition organized by NEHU. The enquiry reveals that unselected books were sent back to the firm vide **ABC C/No. 78198 dated 19-02-11 (enclosure 3)**. In 2002, EBH, DVS, Orient Longman displayed their books and some books were bought. After 2 day exhibition all the three firms had taken back their unselected books by the same Pickup Van, so missing may be not ruled out. However one packet of books was sent on 24-04-2009 (**no. 69983, enclosure 4**)

However, books worth Rs. 1907/-were traced and sent back afterwards by Dr.Kundu. according to the record available with the office, books amounting to Rs. 35,823/- are yet to be accounted for and Dr. Kundu has given in writing that if the firm gives details of these books he will pay it personally. It is to be mentioned here that Dr. Kundu was on medical leave from April 2005 to August 2005. Hence missing of the books during his absence is also not ruled out.

C). NIVEDITA- Guwahati

As per their letter 15-02-2010, Nivedita Publishers claimed an amount Rs. 56,905/- due to them. However, they have not substantiated their claimed by giving reference to relevant supply order from NEHU. Wherever they have supplied books mentioning the supply order No. their bills have paid by NEHU. Books were returned to them in 2009 (enclosure 4-A) which has not been acknowledge by them. As of now, no record is available to show any payment to show any payment liability on NEHU.

D). OXFORD UP. Guwahati

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As per their letter dated 31-08-2007, the firm claimed an amount of Rs. 1,29,763/- as outstanding amount due on NEHU. However, the firms has failed to supply any details like invoice nos. order nos.

etc. Hence, no conclusion can be drawn in their case. Moreover till date no reminder also has been received from them.

E). EASTERN BOOK HOUSE, Guwahati

As per their letter dated 01.05.2010, Eastern Books House claimed an amount of Rs. 1,87,302/-as due to them. These claims pertain to the books supplied from time to time ranging over a period of six years (2004-2010). The enquiry committee found that three systems were adopted by the then Dy. Librarian, Dr. A.K. Kundu, for ordering the books of EBH:

- i) Telephonic Order
- ii) Books Selected and ordered in the book fares
- iii) Through proper supply order from the office

The enquiry committee found that almost all the books which were supplied on proper supply order have been paid for by NEHU. Besides, some books were sent back as per following details:

Books sent back by ABC CNos-

- (1) 69984 dt.24.04.09 -6 pkts (enclosure 5)
- (2) 69963 dt.24.11.08- 6 pkts (enclosure 6)

Some order books were sent back as the supplies were made after the closure of financial year and Pro- Vice Chancellor with C/Nos. The Ex Deputy Librarian, Dr. Kundu, has given sufficient proof indicating the return of the books.

On details enquiry the committee found that most of their bills were either cleared or the books were returned leaving a tentative outstanding amount of Rs. 18,344/- with the present record in the Library it is not possible to work out the details of the books for which payment

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are to be made. No reminder has so far been received from the supplier also. Hence the Committee feels that this matter should be closed as no payment can be made without a proper claim.

F) BANI MANDIR-Guwahati

The firm claimed an amount of Rs. 1,18,195/- due to them from NEHU. The firm has not submitted any details of the books and orders nos. Subsequently, when asked for submission of the details from the bills with order & No and mode of supply, the firm did not reply so unless get details from the firm it is not possible to say whether these books were actually purchased or not. Since the firm has not provided the details, the payment questions does not arise.

G) Today & Tomorrow Printers and Publication

The messers Today & Tomorrow submitted a reminder bill dated 29.05.2010 claiming an outstanding balance of Rs. 4,46,134/- **Our enquiry reveal that books worth Rs. 3,59,817/- were sent back to them in different consignment in 2003 and 2011 (enclosures 7, 8 and 8-A).** This leaves an amount Rs. 85,119/- as the net claim. However some books were returned in 2009 also but the value of the books is not available. From their letter it appears that the supplies also is not very sure about the amount due to them and has sought help from NEHU to ascertain the amount due to them. In the light of these findings it is safe to assume that no payment liability on NEHU exist as on today.

H) PUBLICATION DIVISION, NEHU Shillong

As per communication dated 14.03.2011, from Prof. T.B. Subha, in charge, Publication Unit, NEHU, Shillong books worth Rs. 1,51,884/- were sent to Dr. A.K.Kundu, Ex Dy. Librarian, between 2002-2004, out of which an amount of Rs. 35,814/- was deposited by Dr. A. K. Kundu as the sale proceeds. Out of the remaining books worth Rs. 1,16,067/-, books worth Rs. 62,707/- are available in the library leaving out books worth Rs. 53,360/- as missing. Dr. Kundu has taken up the responsibility for the missing books and has requested in writing addressed to the Chairman, Enquiry Committee, Dated and Forwarded to the Publication Division, NEHU, Shillong.

I) RCB and Sister Concerns-HJBA, IPS, NRBS

Bills were received from Research Book Centre, HJ Book Agency, International Supplies and NR Books Syndicate showing the pending amount as follows:

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- i. RBC- Rs. 57,253/-
- ii. HJBA- Rs. 5,45,241/-
- iii. IPS- Rs.4,19,522/-
- iv. NRBS- Rs.6,49,036/-

The case of the four concerns were clubbed together as they all are sisters concerns and keep on rotating the supply of almost the same books through one concern or the other.

Following facts can be mentioned about these four concerns on the basis of our enquiry:

1. In 2007 a meeting was convened by the then Pro-Vice Chancellor inviting the representatives of the above firms as well as Dr. Kundu. In the meeting Dr. Kundu tenders a written apology to the Ex. Pro-Vice Chancellor and Committee to the representatives of the firms that whatever payment liabilities were due till March 2007 would be his personal liability and would have nothing to do with NEHU.
2. Subsequently from time to time regular reminders were given to him for returning the books not purchased from the firms.
3. As per the details available in the library records no money is pending to these concerns as their books were returned from time to time as per the following details:

Books sent back to RCB and its Sisters concern vide ABS/C Nos:

- a) 78197 dt.14-2-11 (09 pkts) Enclosure 9
- b) 69985 dt.24-4-09 (01 pkts) Enclosure 10
- c) 51531 dt.20-9-07 (23 pkts) Enclosure 11

A. Details (ABC/ C Nos. 78197 in enclosure 9) –

HJBA -	Rs. 248,781/-
NRBS -	Rs. 2,41,002/-
IPS -	Rs. 2,80,344/-
RCB -	Rs. 4,18,981/-

Enclos. 9 Total= Rs.12,02,638/-

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B. Details (ABC/C No. 51531 in enclosure 11)-

HJBA -	Rs. 2,40,549/-
NRBS -	Rs. 2,44,002/-
IPS -	Rs. 2,92,251/-
RCB	Rs. 4,18,945/-
Enclos. Total	Rs. 11,99,045/-

While the details list of the books returned to the supplies have been made available to the Enquiry Committee by the library, no financial details, has been against Consignment No. ABC/C/No.69985

Books sent to RBC/ Guwahati under ABC/C No. 69985 but RCB did not take delivery reminders from ABC/Guwahati. The enquiry committee further observed the following:

- That the books were sent back in 2007, but even after receiving them they have not corrected their A/C and Still reflecting then as outstanding.
- That some of the books reflected in Multiple bills of HJBS/NRBS/RCB.
- That the books sent back on 19-2-11 were not acknowledged by the firm.

Final Observation and Recommendations of Enquiry Committee

1. General Observation on Supply and Payment Practices

1.1. All the bills discussed were tendered by the supplies in 2010 after getting a reminder from NEHU asking them to claim any unpaid bills due on NEHU.

1.2. Usually books are supplied against the orders from the NEHU Library. All the books which have been supplied against such orders and purchased have been paid by NEHU.

1.3 Sometimes the publishers sent the books quoting the invoice nos. and the list of the books. It is not necessary that all the book in that invoice are selected and purchased. In such cases the payment for the selected books would be different than the total bill mentioned in the invoice. The rejected books are usually sent back to the suppliers or the suppliers are asked to collect back the books. None of the suppliers claiming payment for

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the books has made adjustments for the selected books (for which payment has already been made by NEHU) and rejected books which have sent back. Most of the suppliers who have claimed unpaid bills have not made these adjustments and claim payment for all the books mentioned in the invoice, which is not fair of business practice and resist doubts regarding the integrity of the claim bills.

1.4 .It also observed that the system adopted in the library for returning the unselected books is not full proof. Usually there has been lot of delays on part of library in returning these books. In quite a good number of cases books were returned only on the interventions in insistence from the office of the Pro-Vice Chancellor.

1.5. Most of the bills submitted by the suppliers as unpaid balances are quite old and in certain cases dates back even to 1997-1998 and were not been followed by any reminder from them. They again submitted their claimed in 2010 only after receiving as reminder from NEHU regarding any outstanding amount due to them.

1.6. It is found that most of the books were returned by the Deputy Librarian Dr. Kundu after his retirement in the year 2010 and that too was done after so much of insistence from the office of the Pro-Vice Chancellor, NEHU, Tura Campus.

Recommendation of Committee

2.1. An amount of Rs. 53,360/- is to be paid to the NEHU Publication Division for the missing books for which Ex. Deputy Librarian Dr. A. K. Kundu has agreed. Accordingly, this may be realized from him.

2.2. An amount not exceeding Rs. 18500/- may be due to Eastern Books House provided they submit the details. However, till date they have not submitted any detail. Hence it need not be entertained.

2.3 Similarly, an amount of Rs.35,823/- payable to DBS Publishers, Guwahati, is yet to be accounted for and **Dr. Kundu has given in writing that if the firm gives details of these books he will pay it personally. The Office, has so far not received any reminder or claim from the supplier. As Dr. Kundu has already taken the personal responsibility, there is no liability on part of NEHU in this matter.**

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2.4. Overall no evidence of any payment liability on part of NEHU was found by the enquiry committee Dr. Kundu is having a payment liability of Rs. 53,360/00 only payable to publications division of NEHU as mentioned in para 2.2 above.

2.5. The enquiry committee in its interim report dated 02-09-2011 had recommended for detaining Rs. 2.00 lacs from the money due to Dr. Kundu after his retirement. **Since even after more than six months of submitting the interim report, no supplier has come forward to claim any bill, it may safely be presumed that as of now, NEHU is not having any payment liability on account of the matters under enquiry of this committee. The committee therefore, recommends that Dr. Kundu's benefits may be released by the Office.**

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6:7: - Others:

(i) Enhancement of Sitting Fee.

The Sitting Fee in respect of external members of the Executive Council/Finance Committee/University Court/Other High Power Committee has been enhanced from Rs. 1,000/- per day to Rs.2,000/- per day.

However, we are continuing to pay old rate of Sitting Fee to under mentioned external members:

- | | | |
|------|---|---|
| (i) | Experts invited for selection of teachers/officers including the Visitor's Nominee. | @ Rs. 500/- per sitting subject to maximum Rs. 1,000/- per day. |
| (ii) | Members of Academic Council, BRS,BUGS,BPGS and other Similar Committee. | @ Rs. 500/- per day |

It is proposed that the Sitting Fee in respect of (i) and (ii) ibid be enhanced to Rs. 1,000/-per day.

The matter is placed before the Council for consideration.